

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE GENERAL SERVICES ADMINISTRATION - TECHNOLOGY
TRANSFORMATION SERVICE
AND THE GENERAL SERVICES ADMINISTRATION - FEDERAL
ACQUISITION SERVICE**

I. Purpose

This Memorandum of Understanding (MOU) formalizes the agreement between the General Services Administration - Federal Acquisition Service ("Servicing Agency") and the General Services Administration (GSA) - Technology Transformation Service ("Requesting Agency") regarding the reimbursable detail ("Detail") of Daniel Kenny ("Detailee") from the Servicing Agency to the Requesting Agency.

II. Authority

This agreement is authorized under the provisions of the Economy Act, 31 U.S.C. § 1535.

III. Background and Duration

The Detailee works in the Office of Strategy Management, Acquisition Gateway. Presently, the Detailee is the business owner of C2, a workflow process tool automating the purchase card approval process for the Federal Government. Part of his duties includes facilitating the creation of MOUs and IAAs to establish organizational partnerships and performing client outreach and demos with prospective organizational and agency partners interested in using a reconfigured model of C2.

18F has created an office Agency Partnerships. The purpose of this office is to develop relationships and business for the multiple Business Units of 18F. The Detailees current experience at doing these activities in the federal government will positively impact 18F, and provide beneficial experience to the Agency Partnerships team.

This reimbursable detail will begin on June 1, 2016, and end on September 30, 2016 for a total duration of approximately four (4) months. The detail may be extended for up to two four (4) month period upon agreement between the Servicing Agency and the Requesting Agency and completion of a new 7600B for the additional four (4) month periods.

Notwithstanding any provision of this MOU, the Detailee may request termination of the Detail at any point with or without cause. Should the Detailee elect to terminate the Detail and return to the Servicing Agency, the Detailee shall give the Requesting Agency no less than ten (10) business days' notice.

IV. Duties

During the Detail, the Detailee will serve as a digital strategist in support of business development and relationship management for 18F and the government. The Detailee

IAA Number:

will support these activities based on Requesting Agency priorities and changing customer preferences. In service to 18F, the Detailee will:

- Engage with prospective clients to facilitate needs assessments
- Perform business development as part of a cost reimbursable model targeting agency partners with opportunities for digital services support
- Manage existing agency partnerships to ensure successful completion of project goals
- Coordinate planning and execution of agency partnerships and financial management with 18F Acquisitions/Agreements Lead and Operations Director
- Track business analytics for respective 18F projects supporting external organizations

V. Justification

The Detailee will perform duties that are similar or related to matters currently performed by the Detailee at the Servicing Agency.

This assignment will strengthen the Detailee's knowledge of business development in a federal setting, as well as strengthening the Detailee's understanding of agile operations in a federal environment.

The Requesting Agency will benefit from the Detailee's unique combination of technical profound vision, exceptional leadership abilities, and other organizational and functional competencies not readily available to 18F through other means.

The Servicing Agency, upon return of the Detailee at the end of the Detail, will benefit from the Detailee's enhanced knowledge and expertise in the subject areas listed above.

VI. Reimbursement of Compensation and Benefits Costs

The Requesting Agency will reimburse the Servicing Agency for an amount equal to the Detailee's compensation and benefits earned by the Detailee for the period of the Detail.

Should the Detail be terminated at the request of the Detailee or by agreement of the Requesting Agency and Servicing Agency, the Requesting Agency will reimburse the Servicing Agency for amounts equal to the compensation and benefits earned by the Detailee prior to the early termination of the Detail.

Similarly, should the Detail be extended beyond the four (4) month term contemplated in Section II, the Requesting Agency shall reimburse the Servicing Agency for the compensation and benefits earned by the Detailee during any additional period.

The following information will be used by the Requesting Agency and the Servicing Agency to conduct an Intra-governmental Payment and Collection (IPAC) transaction for all amounts due under this agreement:

IAA Number:

Name / Description	Value
Requesting Agency's Treasury Account Symbol and Business Event Type Code (TAS/BETC)	47X45341 DISB
Servicing Agency's Treasury Account Symbol and Business Event Type Code (TAS/BETC)	047X4534.001 COLL
Servicing Agency's Billing Code	2016-A-00-285X-CP10-Q00DE000-AF362
Requesting Agency's Transaction Point of Contact	Jackie Xu, 18F-finance-cs@gsa.gov
Servicing Agency's Transaction Point of Contact	Gina Lee, gina.lee@gsa.gov

VII. Other Costs

Travel, transportation, and related allowances associated with the Detail will be paid by the Requesting Agency, as authorized by the Requesting Agency in the performance of official duties, and subject to the availability of appropriated funds and applicable laws.

Any costs associated with security clearance or other qualifications necessary for the Detailee to perform pursuant to this MOU shall be paid by the Requesting Agency.

VIII. Supervision, Timekeeping, and Leave

The Detailee will be supervised by Jay Finch, the Director of 18F Agency Partnerships.

The Servicing Agency will maintain the Detailee's official time and attendance record during the Detail.

The Requesting Agency supervisor must approve in writing all leave taken by the Detailee during the Detail period. Upon approval of a leave request by the Requesting Agency, the Detailee shall provide the Servicing Agency with documentation of the request and approval of leave.

IX. Duty Station During Detail

The Detailee shall report to the General Services Administration at 1800 F Street NW, Washington, DC during the detail unless directed to another duty station in writing by the Requesting Agency.

X. Evaluation of Performance

The Requesting Agency shall supply a proposed written performance plan for the Detailee no later than thirty (30) days from the effective date of the Detail.

IAA Number:

Upon written approval of this performance plan by the Detailee it shall be provided by the Servicing Agency and included in the Detailee's official employment file.

At the conclusion of the Detail, the Requesting Agency shall conduct and evaluation of the Detailee's performance during the Detail pursuant to the agreed upon performance plan.

The Requesting Agency shall provide the Servicing Agency and the Detailee with written copies of the results of this evaluation no later than thirty (30) days from the end of the Detail.

XI. Agreement of the Parties

This MOU represents the complete agreement of the parties.

FOR THE SERVICING AGENCY:

Eric Ferraro
Assistant Commissioner
General Services Administration - FAS

FOR THE REQUESTING AGENCY:

(b) (6)



5/31/16

Phaedra Chrousos
Commissioner
Technology Transformation Service
U.S. General Services Administration

IAA Number:



**INTERAGENCY AGREEMENT
BETWEEN THE
OFFICE OF MANAGEMENT AND BUDGET
AND
GENERAL SERVICES ADMINISTRATION'S TECHNOLOGY TRANSFORMATION
SERVICE**

Name of the Incumbent	Joel Minton
Start Date	March 1, 2016
End Date	February 28, 2017
Agency Division	Technology Transformation Service
Agency Supervisor	Aaron Snow
Agency Supervisor email	Aaron.snow@gsa.gov
Agency Personnel Contact	Tonya Braxton
Agency Personnel Phone	(202) 501-1570
New Incumbent Title	Innovation Specialist
Issues in scope	The Office of 18F is developing a government-wide consumer identity management platform (Consumer Identity Service) to replace connect.gov. The Consumer Identity Service will enable federal agencies to leverage an agile developed platform to support strong identity proofing and multi-factor authentication.
Duties	Mr. Minton will serve as a project lead for the development of a governmentwide Consumer Identity Service platform.

1. GENERAL

This agreement supersedes the MOA between OCSIT/18F and OMB dated March 9, 2016. The United States Digital Service (USDS) in the Office of Management and Budget (OMB) and the Agency (the parties) hereby enter into an agreement for the temporary detail of the Incumbent from OMB to Agency. This detail shall be made on a non-reimbursable basis from Start Date to End Date in accordance with the provisions set forth herein.

The USDS was created in August 2014 as a new unit OMB to fundamentally change the way the Federal Government buys, builds, and deploys technology and digital services to the public. The USDS has been aggressively recruiting and hiring some of our nation's top talent – designers, engineers, product managers, and problem solvers – to untangle, rewire, and redesign our government. As the unit is headquartered at OMB, USDS works with agencies to scale this model across government so that agencies have their own digital service team to improve its technology posture. USDS has rigorous standards both in the talent they are hiring as well as the agencies they are being placing into.

The U.S. General Services Administration's Office of 18F builds effective, user-centric digital services focused on the interaction between Government and the people and businesses it serves. 18F helps agencies deliver on their mission through the development of

digital and web services. 18F's mission is to transform the way the government builds and buys IT, with an emphasis on public-facing digital services.

2. AUTHORITIES

This Agreement is entered into under authority of the annual appropriation to "Information Technology Oversight and Reform" (ITOR). This Agreement will aid USDS in accomplishing a purpose for which its appropriations are provided given that the Incumbent will be furthering policies that support integrated, efficient, secure, and effective uses of information technology in the Federal Government while at the Agency, and will also return to USDS with a practical, in-depth understanding of the Agency's operations.

3. PURPOSE, SCOPE, AND CONTROLS OVER WORK

The Incumbent will be detailed to the Agency Division with the title specified above, and will work with other White House policy offices and officials from across the Executive branch on a wide spectrum of policy issues relating to those specified above. In this role, the Incumbent will be responsible for the duties specified above.

4. DURATION, EXTENSION OR TERMINATION OF DETAIL

This detail is to begin on Start Date and End Date. This agreement may be terminated by either party, with a 2-week notice in writing by either party of its intention to terminate the detail. In the event of poor performance, misconduct or loss of security clearance/suitability determination, this agreement may be terminated immediately, with no requirement for prior notice. Any formal modification to this initial agreement will be prepared by the requesting party and forwarded through the appropriate channels for signature of both parties to the agreement.

5. DUTY HOURS, LEAVE, AND PERFORMANCE APPRAISAL

A. The workweek and hours will be determined by the Agency supervisor subject to Agency's policy and applicable Federal regulations. Any changes to the agreed-upon schedule may be verbally approved by the appropriate Agency official and Agency supervisor.

B. The employee will continue to accrue annual and sick leave in accordance with the provisions of OMB time and attendance regulations. Use of leave will be approved by the appropriate Agency official to whom the employee will report. OMB will maintain the employee's time and attendance records. Employee will email time to USDS timekeeper and supervisor each pay period and cc: the Agency supervisor to ensure internal controls, as appropriate.

C. The appropriate Agency official will prepare and forward to OMB an evaluation of the employee's performance based on established criteria for the period of this detail.

6. FINANCIAL CONSIDERATIONS

USDS will retain the employee on its payroll and will continue to provide his/her salary. The employee's coverage under Federal retirement, group health, and group life insurance will continue during the period of this detail, as applicable, with employee's share of costs for such coverage to be withheld from employee's salary.

7. ADMINISTRATIVE CONTACTS

OMB PERSONNEL
Sharon Warner
Human Capital Specialist
202-395-4665

USDS SUPERVISOR
Mikey Dickerson
Administrator
202-395-3438

8. OTHER ADMINISTRATIVE MATTERS

A. Any TDY travel for Agency will be approved and funded by OMB or Agency. Agency will supply clerical and administrative support to authorize travel and process expense reports through the Agency travel system.

B. Agency will provide appropriate office space and logistical support for the employee including communications access, computer support, normal and proprietary materials, storage, office equipment and supplies. While at Agency, the Incumbent must conduct Agency business on his Agency account and capture Agency records on an Agency server.

C. Responsibility for the employee's career development and promotions will remain with USDS.

9. RULES, REGULATIONS AND POLICIES

A. The employee is subject to the Federal statutory and regulatory provisions that govern standards of ethical conduct (including provisions that specifically apply to USDS employees), suitability and limitations on political activities, and to any applicable State and local government statutory and regulatory standards of conduct provisions.

B. The rules and policies that govern the internal operations and management of Agency are applicable to the employee.

C. Travel, transportation, and related allowances will be authorized in accordance with Federal Travel Regulations.

AUTHORIZATION OF INTERAGENCY AGREEMENT:

GSA APPROVAL:

(b) (6)

Phaedra Chrouses
Commissioner
Technology Transformation Service
General Services Administration

6/7/16
Date:

USDS APPROVAL:

(b) (6)

Mikey Dickerson
Administrator
United States Digital Service
Office of Management and Budget

6/9/2016
Date:

IAA Number IAG-17-2037 - 0000 -
GT&C # Order # Amendment/Mod #

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number IAG-17-2037 - 0000 -
 GT&C # Order # Amendment/Mod #

9. Estimated Agreement Amount (The Servicing Agency completes all information for the estimated agreement amount.)
(Optional for Assisted Acquisitions)

Direct Cost	<u> \$103,915 </u>
Overhead Fees & Charges	<u> </u>
Total Estimated Amount	<u> \$103,915 </u>

Provide a general explanation of the Overhead Fees & Charges

10. STATUTORY AUTHORITY

a. Requesting Agency's Authority (Check One)

Franchise	Revolving	Working	Economy Act	Other
Fund	Fund	Capital Fund	(31 U.S.C. 1535/FAR 17.5)	Authority
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority
N/A

b. Servicing Agency's Authority (Check One)

Franchise	Revolving	Working	Economy Act	Other
Fund	Fund	Capital Fund	(31 U.S.C. 1535/FAR 17.5)	Authority
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority
N/A

11. Requesting Agency's Scope (State and/or list attachments that support Requesting Agency's Scope.)

See Appendix A - Statement of Work

12. Roles & Responsibilities for the Requesting Agency and Servicing Agency (State and/or list attachments for the roles and responsibilities for the Requesting Agency and the Servicing Agency.)

N/A

United States Government
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13. Restrictions (Optional) (State and/or attach unique requirements and/or mission specific restrictions specific to this IAA).
N/A

14. Assisted Acquisition Small Business Credit Clause (The Servicing Agency will allocate the socio-economic credit to the Requesting Agency for any contract actions it has executed on behalf of the Requesting Agency.)

15. Disputes: Disputes related to this IAA shall be resolved in accordance with instructions provided in the Treasury Financial Manual (TFM) Volume I, Part 2, Chapter 4700, Appendix 10; Intragovernmental Business Rules.

16. Termination (Insert the number of days that this IAA may be terminated by written notice by either the Requesting or Servicing Agency.)

N/A

If this agreement is canceled, any implementing contract/order may also be canceled. If the IAA is terminated, the agencies shall agree to the terms of the termination, including costs attributable to each party and the disposition of awarded and pending actions.

If the Servicing Agency incurs costs due to the Requesting Agency's failure to give the requisite notice of its intent to terminate the IAA, the Requesting Agency shall pay any actual costs incurred by the Servicing Agency as a result of the delay in notification, provided such costs are directly attributable to the failure to give notice.

17. Assisted Acquisition Agreements – Requesting Agency's Organizations Authorized To Request Acquisition Assistance for this IAA. (State or attach a list of Requesting Agency's organizations authorized to request acquisition assistance for this IAA.)

N/A

18. Assisted Acquisition Agreements – Servicing Agency's Organizations authorized to Provide Acquisition Assistance for this IAA. (State or attach a list of Servicing Agency's organizations authorized to provide acquisition for this IAA.)

N/A

19. Requesting Agency Clause(s) (Optional) (State and/or attach any additional Requesting Agency clauses.)

N/A

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

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 GT&C # Order # Amendment/Mod #

20. Servicing Agency Clause(s) (Optional) (State and/or attach any additional Servicing Agency clauses.)

N/A

21. Additional Requesting Agency and/or Servicing Agency Attachments (Optional) (State and/or attach any additional Requesting Agency and/or Servicing Agency attachments.)

N/A

22. Annual Review of IAA

By signing this agreement, the parties agree to annually review the IAA if the agreement period exceeds one year. Appropriate changes will be made by amendment to the GT&C and/or modification to any affected Order(s).

AGENCY OFFICIAL

The Agency Official is the highest level accepting authority or official as designated by the Requesting Agency and Servicing Agency to sign this agreement. Each Agency Official must ensure that the general terms and conditions are properly defined, including the stated statutory authorities, and, that the scope of work can be fulfilled per the agreement.

The Agreement Period Start Date (Block 5) must be the same as or later than the signature dates.

Actual work for this IAA may NOT begin until an Order has been signed by the appropriate individuals, as stated in the Instructions for Blocks 37 and 38.

23.	Requesting Agency	Servicing Agency
Name	Rob Cook	Mary J Solis David Lushman
Title	Commissioner, TTS	Contracting Officer, Acquisitions Office
Telephone Number(s)		(b) (6)
Fax Number		
Email Address	rob.cook@gsa.gov	David Lushman mary.solis@ee.doe.gov
SIGNATURE		(b) (6)
Approval Date	E-SIGNED by Vladlen David Zvenyach on 2017-02-03 15:33:41 EST	5-10-2017

IAA Number IAG-17-2037 - 0001 - Servicing Agency's Agreement
GT&C # Order # Amendment/Mod # Tracking Number (Optional)

FMS Form 7600B
04/12

IAA Order

IAA Number IAG-17-2037 - 0001 -
GT&C # Order # Amendment/Mod #

Servicing Agency's Agreement
Tracking Number (Optional) _____

28. Order Line/Funding Information										Line Number _____									
					Requesting Agency Funding Information					Servicing Agency Funding Information									
ALC		47-00-0016								89000001									
Component TAS Required by 10/1/2014		SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB		
OR Current TAS format				47X45341					89X0321				CERTIFICATION OF AVAILABILITY OF FUNDS						
BETC				DISB					COLL				456040160 / 800043105199						
Object Class Code (Optional)													NRCL: 100,888.35						
BPN				08-044-1469					013155325				Admin: 3,026.65						
BPN + 4 (Optional)													FTAGRIAG 172037						
Additional Accounting Classification/Information (Optional)				2017-A-00-285X-DS11-T00EH000-AF230-18F Products & Platforms (No Year Funding)									(b) (6) 5/10/17						
Requesting Agency Funding Expiration Date No Year MM-DD-YYYY										Requesting Agency Funding Cancellation Date No Year MM-DD-YYYY									
Project Number & Title																			
Description of Products and/or Services, including the Bona Fide Need for this Order (State or attach a description of products/services, including the bona fide need for this Order.) See Attachment A																			
North American Industry Classification System (NAICS) Number (Optional) _____																			
Breakdown of Reimbursable Line Costs									OR Breakdown of Assisted Acquisition Line Cost:										
Unit of Measure								Contract Cost		\$									
Quantity		Unit Price		Total			Servicing Fees		\$										
1		103,915		\$ 103,915			Total Obligated Cost		\$ 0										
Overhead Fees & Charges				\$			Advance for Line (-)		\$										
Total Line Amount Obligated				\$ 103,915			Net Total Cost		\$ 0										
Advance Line Amount (-)				\$			Assisted Acquisition Servicing Fees Explanation												
Net Line Amount Due				\$ 103,915															
Type of Service Requirements																			
<input checked="" type="checkbox"/> Severable Service <input type="checkbox"/> Non-severable Service <input type="checkbox"/> Not Applicable																			

IAA Order

IAA Number	IAG-17-2037	- 0001 -	
	GT&C #	Order #	Amendment/Mod #

Servicing Agency's Agreement
Tracking Number (Optional) _____

29. Advance Information (Complete Block 29 if the Advance Payment for Products/Services was checked "Yes" on the GT&C.)

Total Advance Amount for the Order \$_____ [All Order Line advance amounts (Block 28) must sum to this total.]

Revenue Recognition Methodology (according to SFFAS 7) (Identify the Revenue Recognition Methodology that will be used to account for the Requesting Agency's expense and the Servicing Agency's revenue)

- ☐ Straight-line – Provide amount to be accrued \$ _____ and Number of Months _____
- ☐ Accrual Per Work Completed – Identify the accounting posting period:
- ☐ Monthly per work completed & invoiced
- ☐ Other – Explain other regular period (bimonthly, quarterly, etc.) for posting accruals and how the accrual amounts will be communicated if other than billed.

30. Total Net Order Amount: \$ 103,915

[All Order Line Net Amounts Due for reimbursable agreements and Net Total Costs for Assisted Acquisition Agreements (Block 28) must sum to this total.]

31. Attachments (State or list attachments.)

- ☐
- Key project and/or acquisition milestones (Optional except for Assisted Acquisition Agreements)

- ☒
- Other Attachments (Optional)

Appendix A: Statement of Work

Appendix B: Economy Act Determination

BILLING & PAYMENT INFORMATION

32. Payment Method (Check One) [Intra-governmental Payment and Collection (IPAC) is the Preferred Method.]

If IPAC is used, the payment method must agree with the IPAC Trading Partner Agreement (TPA).

- ☐ Requesting Agency Initiated IPAC ☒ Servicing Agency Initiated IPAC
- ☐ Credit Card ☐ Other – Explain other payment method and reasoning

33. Billing Frequency (Check One)

[An Invoice must be submitted by the Servicing Agency and accepted by the Requesting Agency BEFORE funds are reimbursed (i.e., via IPAC transaction)]

- ☐ Monthly ☒ Quarterly ☐ Other Billing Frequency (include explanation)

34. Payment Terms (Check One)

Payment shall be made within 30 days from receipt of invoice.

- ☐ 7 days ☒ Other Payment Terms (include explanation):

IAA Order

IAA Number IAG-17-2037 - 0001 - Servicing Agency's Agreement
 GT&C # Order # Amendment/Mod # Tracking Number (Optional)

35. Funding Clauses/Instructions (Optional) (State and/or list funding clauses/instructions.)

36. Delivery/Shipping Information for Products (Optional)

Agency Name	
Point of Contact (POC) Name & Title	
POC Email Address	
Delivery Address /Room Number	
POC Telephone Number	
Special Shipping Information	

APPROVALS AND CONTACT INFORMATION

37. PROGRAM OFFICIALS

The Program Officials, as identified by the Requesting Agency and Servicing Agency, must ensure that the scope of work is properly defined and can be fulfilled for this Order. The Program Official may or may not be the Contracting Officer depending on each agency's IAA business process.

	Requesting Agency	Servicing Agency
Name	Rob Cook	Mary J Solis <i>David Wong</i>
Title	Commissioner, TTS	Contracting Officer, Acquisitions Office
Telephone Number		(b) (6)
Fax Number		
Email Address	rob.cook@gsa.gov	<i>David Wong</i> mary.solis@ee.doe.gov
SIGNATURE	E-SIGNED by Vladlen David Zvenyach	(b) (6)
Date Signed	on 2017-02-03 15:32:55 EST	<i>5-10-2017</i>

38. FUNDING OFFICIALS - The Funds Approving Officials, as identified by the Requesting Agency and Servicing Agency, certify that the funds are accurately cited and can be properly accounted for per the purposes set forth in the Order. The Requesting Agency Funding Official signs to obligate funds. The Servicing Agency Funding Official signs to start the work, and to bill, collect, and properly account for funds from the Requesting Agency, in accordance with the agreement.

	Requesting Agency	Servicing Agency
Name	Francisco Wong	Mary J Solis <i>David Wong</i>
Title	OCFO	Contracting Officer, Acquisitions Office
Telephone Number		
Fax Number		
Email Address	francisco.wong@gsa.gov	<i>David Wong</i> mary.solis@ee.doe.gov
SIGNATURE	FRANCISCO	
Date Signed	WONG VIDAL	

Digitally signed by FRANCISCO WONG VIDAL
 DN: cn=US, o=U.S. Government, ou=General Services
 Administration, email=FRANCISCO.WONG@gsa.gov,
 c=US, 1.2.840.113549.1.1=17001001941832
 Date: 2017.04.21 15:37:33 -0400

IAA Order

IAA Number IAG-17-2037 - 0001 - Servicing Agency's Agreement
 GT&C # Order # Amendment/Mod # Tracking Number (Optional)

CONTACT INFORMATION

FINANCE OFFICE Points of Contact (POCs)

The finance office points of contact must ensure that the payment (Requesting Agency), billing (Servicing Agency), and advance/accounting information are accurate and timely for this Order.

39.	Requesting Agency (Payment Office)	Servicing Agency (Billing Office)
Name	Huixian Xu	Mary J Solis <i>Mary J Solis</i>
Title	18F Team Operations	Contracting Officer, Acquisitions Office
Office Address	1800 F Street, NW Washington, D.C. 20006	
Telephone Number		
Fax Number		
Email Address	18f-finance-cs@gsa.gov	<i>Mary J Solis</i> mary.solis@ee.doe.gov
Signature & Date (Optional)		

40. ADDITIONAL Points of Contacts (POCs) (as determined by each Agency)

This may include CONTRACTING Office Points of Contact (POCs).

	Requesting Agency	Servicing Agency
Name	Gray Brooks	
Title	Senior API Strategist	
Office Address		
Telephone Number	(202) 779-2287	
Fax Number		
Email Address	richard.g.brooks@gsa.gov	
Signature & Date (Optional)		
Name	Matthew Spencer	
Title	18F Agreements Lead	
Office Address		
Telephone Number		
Fax Number		
Email Address	matthew.spencer@gsa.gov	
Signature & Date (Optional)		
Name		
Title		
Office Address		
Telephone Number		
Fax Number		
Email Address		
Signature & Date (Optional)		

National Renewable Energy Laboratory
Work for Others—Interagency Agreement – Government (IAG)

Prepared by the National Renewable Energy Laboratory
December 5, 2016

IAG-17-2037
Appendix A
Statement of Work

I. Title of Project

Executing the API Management Shared Service

II. Background

The National Renewable Energy Laboratory (NREL) is a laboratory owned by the Department of Energy and located at 15013 Denver West Parkway, Golden, Colorado, and managed and operated by Alliance for Sustainable Energy, LLC (Alliance) under U.S. Department of Energy (DOE) Contract No. DE-AC36-08GO28308.

U.S. General Services Administration ("GSA") is an agency of the United States Government, with a principal place of business at 1800 F Street NW, Washington, DC 20006

III. Description of Work to be Performed

GSA has been leading the strategy behind the Federal Application Program Interface (API) Key Working Group with the goal to provide a standardized web service and API key management service across the Federal Government. This standardized capability reduces the barriers for agencies to publish APIs and for public developers to consume these APIs. NREL has participated in the working group and contributed to the goal by modifying and open sourcing their <http://developer.nrel.gov> platform to build the prototype <http://api.data.gov/>. NREL and GSA have now partnered to build the API Management Service as a successful beta project utilized by seven Federal agencies.

As the project has moved from the strategic to execution phase, NREL will support GSA in the completion of goals in order to bring the tool into active service. Specifically, NREL will incorporate feedback and feature requests from the agencies that have served as beta testers in order to create a fully viable tool for all agencies. NREL will also research and implement sustainability updates and coordinate with GSA in the creation of long-term operations and maintenance. Finally, NREL will also participate in the continued development of the API strategy supporting the Digital Government Strategy and Open Data Policy and its coordination with other GSA efforts.

IV. Deliverables and Milestones

1. Implement new features and functionality for the API Management Service. As agencies request new functionality from the API Management Service, work with them to gather requirements, determine which features we should prioritize, and implement those new features.

National Renewable Energy Laboratory
Work for Others—Interagency Agreement – Government (IAG)

Deliverable: New functionality will be committed to the API Umbrella code base. New features will be pushed to the API Management Service when ready. New features developed will be documented in a GitHub repository.

2. Analyze, document, and improve the service's scalability and security.

Deliverable: Documentation of how much estimated traffic the service can currently sustain and plans for how we would handle additional levels of traffic. A mitigation strategy for dealing with abusive traffic will be devised. If performance bottlenecks are discovered, we will address them as deemed necessary. Security issues will be addressed.

3. Work toward ensuring the long term success of the API Management Service by ensuring others at GSA can operate and develop new features for the API Management Service. Also foster broader involvement in the open source project from other agencies and interested parties.

Deliverable: A long term vision for operating the API Management Service including training of GSA, other agency personnel, or open source contributors.

4. Agency onboarding and support.

Deliverable: Provide assistance in getting new agencies setup and using API Management Service. Provide support for agencies as needed. Support provided will be documented as a list of agencies using and considering the platform, which will be updated on the api.data.gov metrics page.

5. System maintenance.

Deliverable: Updates will be committed to the API Umbrella code base, and will be pushed to the API Management Service when ready. Updates developed will be documented in a GitHub repository.

**GENERAL SERVICES ADMINISTRATION
TECHNOLOGY TRANSFORMATION SERVICE (TTS)
And
FEDERAL ACQUISITION SERVICE (FAS)
NATIONAL CAPITAL REGION (NCR)
INTRA-AGENCY AGREEMENT (IA)**

PART A – General Terms & Conditions

A.1. Purpose

This Part of the IA (hereinafter "Part A") describes the terms and conditions that govern the provision of acquisition assistance between **GSA/FAS/Technology Transformation Services (TTS)**, hereinafter "the Requesting Office" and GSA/FAS/NCR/Assisted Acquisition Service (AAS) hereinafter "the Servicing Office."

No fiscal obligations are created through the execution of Part A. A fiscal obligation arises when the Requesting Office demonstrates a bona fide need, provides the necessary requirements and funding information to the Servicing Office and both parties execute a funding document using Part B of this IA or an alternate funding document.

A.2. Authority

The parties' authority to enter into this interagency agreement is:

- 40 U.S.C §§ 501-502 (for personal property and non-personal services); and/or the Acquisition Services Fund, 40 U.S.C. § 321. These statutory authorities are independent of the Economy Act and therefore, the Economy Act does not apply to this agreement.
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A.3. Part A Identifier

IA number: NCRTTS170012

A.4. Scope

a. Organizations authorized to request acquisition assistance

The following organizations in the Requesting Office are authorized to obtain assistance from the Servicing Office.

- GSA / FAS / Technology Transformation Services / Office of Acquisition (TTS)

Note: The organization(s) identified in Section 1 of Part B must be listed in this section.

b. Organizations authorized to provide acquisition assistance

The following organizations in the Servicing Office are authorized to provide assistance to the Requesting Office.

- GSA/FAS/NCR/Assisted Acquisition Service (AAS)

Note: The organization identified in Section 1 of Part B must be listed in this section.

c. Types of products or services that may be acquired

The following types of services or products may be acquired through interagency acquisition pursuant to this IA.

TTS requires the following:

- Infrastructure as a Service, with scalable computing and storage, to operate digital applications and systems.

Note: The need described in Section 6 of Part B must fall within the scope of products or services described above.

d. Limitations

The following restrictions apply:

1) Communications

The servicing agency acknowledges that the requesting agency may write or speak about work or the process of creating such work in blog posts, case studies or other means of communication. TTS agrees not to release any procurement sensitive information related to this interagency agreement, unless required by law to do so.

A.5. Period of Agreement

The terms and conditions described in Part A of the IA become effective when signed by authorized officials of both agencies and remain effective for 5 years, unless amended in accordance with Section 11 or terminated in accordance with Section 12.

A.6. Roles & Responsibilities of Servicing Office & Requesting Office

The effective management and use of interagency contracts is a shared responsibility of the Requesting Office and the Servicing Office. The parties hereby agree to the following roles and responsibilities, which are derived from the Checklist in Appendix 1 of Interagency Acquisitions, guidance issued by the Office of Federal Procurement Policy.

Servicing Office Roles and Responsibilities:

AAS will perform the following roles and responsibilities:

1. Work closely with the Requesting Office to establish IAs that are clear and complete
2. Be a good steward of the Requesting Office's funds by ensuring appropriate internal controls, and applying sound project management, contracting, and fiscal practices
3. Manage all phases of the project lifecycle from requirements development through contract closeout, as agreed in the IA
4. Work in close collaboration with the Requesting Office throughout the project lifecycle, responding promptly to inquiries from the Requesting Office including matters regarding process, project status, and funds balance
5. Enforce contractual terms and conditions to ensure the timely delivery of goods and services
6. Maintain accurate records and files associated with acquisition assistance activities
7. Obtain necessary legal review for issues arising under the IA
8. Review the general terms and conditions of the IA with the Requesting Office no less than annually and make amendments as necessary
9. Assist the Requesting Office in refining the requirements document package, including the description of key project objectives, unique project requirements, and performance expectations
10. Work with the Requesting Office to prepare a funding document (i.e., Part B of the IA)
11. Do not accept the funding document unless it: (i) identifies proper funds -- including the type of funds to be used, their period of availability, and a funds citation -- (ii) identifies the funds certifying official and (iii) adequately describes a bona fide need of the Requesting Office
12. Help the Requesting Office comply with the bona fide needs rule by: A. managing funds according to the Requesting Office's guidance; B. recording transactions in a timely fashion; and C. implementing and exercising controls to ensure compliance with all applicable statutory and regulatory fiscal requirements
13. Conduct market research

14. Depending on the size and complexity of the acquisition, establish a formal acquisition plan addressing technical, business, management and other significant considerations that will control the acquisition
15. Select an appropriate contract type based on the nature of the requirement and the associated risk
16. Advise the Requesting Office of the risk associated with the acquisition strategy and contract type
17. Inform the requesting office of the acquisition strategy and contract type
18. Prepare and/or finalize SOW/SOO/PWS/specs based on requirements documents (or initial SOW/SOO/PWS/specs) provided by the Requesting Office, discussions with the Requesting Office stakeholders -- including program and project managers, contracting, fiscal, legal, and others participating in the acquisition process -- market research, and other acquisition planning efforts
19. Ensure requirements are clearly defined and suitable performance standards are established against which results may be effectively measured
20. Provide the Requesting Office with opportunity to concur on SOW/SOO/PWS/specs before finalizing
21. For contracts or orders with award fees, develop award fee criteria that are tied to identifiable acquisition outcomes, defined in terms of cost, schedule, and performance outcomes
22. Consult with the Requesting Office to identify work requiring surveillance and the method of surveillance
23. Ensure the selected surveillance method, including costs and required resources, are appropriate for the risk associated with the acquisition
24. Consult with the Requesting Office on the strategy for developing quality assurance (QA) documents (e.g., government develops QA plan (QAP) as part of SOW or QASP as part of PWS; offerors propose QASPs in response to SOO)
25. In preparing QA documents: A. Consider drafts developed by Requesting Office. B. If offerors are required to submit proposed QASPs, review the proposal to ensure the plan meets the government's surveillance needs. C. Review proposed QASPs with Requesting Office
26. Provide the Requesting Office with opportunity to concur on QASP or QAP before finalizing
27. For each requirement, determine the required level of contract administration
28. Identify the following: A. the official to be appointed (COTR/Contracting Officer Representative (COR)) to assist with contract administration
29. Appoint a qualified and trained COTR/COR and, if the selected contract-type involves a fee or incentive, a fee determination official before contract performance begins
30. Develop technical evaluation criteria
31. Seek competition unless an exception is justified
32. Require the Requesting Office to furnish supporting rationale and appropriate documentation to support an exception to competition

33. Review sufficiency of justification and documentation before approving and proceeding with a non-competitive action
34. Ensure the Requesting Office-specific laws or restrictions and data collection and reporting requirements that have been identified by the Requesting Office are followed
35. Work with the Requesting Office to mutually agree to appropriate contract clauses addressing customer-specific laws and policies
36. Ensure appropriate price reasonableness and best value determination is conducted and documented at time of award. Consider the agreed-upon terms and conditions, promised quality, and delivery schedule. Request and consider any input from the Requesting Office, including its independent cost estimate, if one was prepared
37. Appoint the source selection authority and the source evaluation board
38. Ensure source evaluations are conducted fairly and proposals are evaluated based solely on the factors and subfactors in the solicitation
39. Ensure award decisions are properly documented, including the rationale for any tradeoffs made or relied on by the source selection authority
40. Inform the Requesting Office of the final award decision
41. Execute the award decision and debrief offerors as necessary
42. Ensure the funding agency code provided by the Requesting Office is entered into FPDS
43. Ensure that Servicing Office personnel have been appointed to perform contract administration are carrying out responsibilities related to inspection, acceptance, and surveillance and reporting back in a timely manner
44. Ensure the Servicing Office completes acceptance of goods or services after reviewing the documentation provided by the Requesting Office official
45. Ensure appropriate surveillance is conducted. The type and extent of surveillance should be commensurate with the criticality of the service or task and the resources available to accomplish the surveillance. Surveillance should ensure that the government receives the value for which it contracted
46. Work with Requesting Office, as necessary, to identify respective roles for other applicable contract administration responsibilities identified in FAR 42.302
47. Take appropriate and timely actions to address performance problems. Typically, problems will be identified by a COTR/COR
48. Work with the Requesting Office to evaluate proposals for changes
49. Ensure that any modifications to the requirements or price of the order or contract remain within the overall scope of the contract or order
50. Work with the Requesting Office to develop funding document (i.e, Part B of IA), or amendment to existing funding document, to cover contract modification
51. Evaluate the contractor's performance, taking into consideration data provided by the Requesting Office

52. Provide evaluations to the contractor as soon as practicable after completion of the evaluation. Review performance with the contractor in accordance with FAR 42.1502
53. Document performance in the contract file. The ultimate conclusion on the performance evaluation is a responsibility of the Servicing Office
54. Input data into the Past Performance Information Retrieval System (PPIRS)
55. Ensure the contract/order addresses the appropriate processes for invoice submittal and approval and identifies the payment office, which typically is the Servicing Office
56. Work with the payment office in the Requesting Office in the case of direct fund cite, to facilitate accurate and timely review and payment to the contractor
57. Approve or disapprove payment after consultation with the Requesting Office.
 - A. Pay non-disputed invoices and bill the Requesting Office for reimbursable services.
 - B. Return improper invoices within specified time periods (e.g., in accordance with the Prompt Payment Act where applicable).
 - C. Do not authorize payment if the work being invoiced is disputed or the invoice is otherwise found to be improper
58. Close out contract/order upon ensuring that all contract/order requirements and administrative actions have been completed
59. Return unused (unexpended) balance of the funds to the Requesting Office
60. Ensure accurate contract data reporting into the applicable government-wide database – e.g., report use of competition for placement of task and delivery orders and contract awards in FPDS; and ensure contractor is reporting required subcontracting data into the Electronic Subcontracting Reporting System (ESRS)
61. Confer with the Requesting Office if funding agency code has not been provided
62. In accordance with FAR Subpart 34.2, for contracts involving significant development work, provide earned value management report to project manager
63. Ensure proper socio-economic credit is assigned to the Requesting Office

Requesting Office Roles and Responsibilities:

1. Work closely with the Servicing Office to establish IAs that are clear and complete.
2. Be a good steward of the agency's funds by ensuring appropriate internal controls are in place to ensure interagency acquisition activities are consistent with sound project management, contracting, and fiscal practices.
3. Work in close collaboration with the Servicing Office throughout the project lifecycle. Make trained and qualified personnel available to support key activities, including the timely preparation and execution of funding documents, compliance with customer-unique laws and policies, acquisition planning, source selection evaluation, and contract administration.

4. Provide accurate and timely information to support the Servicing Office in effectively awarding and managing the contract, including evaluation of contractor performance and prompt payment.
5. Obtain legal review, as needed, for issues related to the development and execution of the IA, in accordance with any agency procedures.
6. Review the general terms and conditions of the IA with the Servicing Agency no less than annually and make amendments as necessary.
7. Establish that a requirement exists.
8. Determine that it is in the best interest of the government to pursue an assisted acquisition.
9. Provide documentation to the Servicing Office, which may be in the form of a statement of work (SOW), statement of objectives (SOO), or performance work statement (PWS), that includes a specific, definite, and clear description of a bona fide need in the fiscal year that the funds are available for new obligations. The need must be adequately documented, but may be concise. A solution need not be specified in order to establish a bona fide need.
10. Initiate acquisition planning as soon as a need is identified and involve the Servicing Office, as appropriate, in the planning process.
11. Work with the Servicing Office to prepare a funding document (i.e., Part B of the IA). Provide:
 - a. description of the products or services required that is adequate to demonstrate a bona fide need and can be recorded as an obligation (see 31 U.S.C. §§1501, 1502),
 - b. information on performance or delivery requirements along with projected milestones,
 - c. data required for the proper transfer and obligation of funds, and
 - d. information on any agency-unique acquisition restrictions or limitations applicable to the funding being provided.
12. The funds certifying official shall:
 - a. Timely execute all financial documents required for a valid funding request (i.e, to show funding meets purpose, time and amount); and
 - b. Ensure funds are certified and legally available – in terms of purpose, time, and amount -- for the specified acquisition.
13. Provide the Servicing Office with information on project objectives, deliverables, and schedule milestones.
14. Work with the Servicing Office to:
 - a. build on initial acquisition planning and market research that was conducted to develop requirements documents (e.g., share any information gathered on product/service requirements, characteristics, acceptance criteria and any independent cost estimates) and establish a formal acquisition plan, where required; and
 - b. ensure sufficient time has been built into the acquisition schedule to maximize competition and encourage contractors to provide quality proposals.
15. Work with the Servicing Office to ensure:

- a. requirements are clearly defined so offerors may make informed business decisions on whether to respond and perform the due diligence necessary to propose the best solutions; and
 - b. suitable performance standards are established against which results may be effectively measured.
- 16. For contracts or orders with award fees, work with servicing agency to develop appropriate award fee criteria and composition of the award fee board, if one is to be established.
- 17. Assist the Servicing Office in developing the QASP, where required, including identification of the work requiring surveillance and the method of surveillance.
- 18. Provide trained personnel to assist Servicing Office in performance monitoring where monitoring is required.
- 19. If an exception to competition is required and justified (including exceptions to the fair opportunity process for MACs and exceptions recognized under FAR Subpart 8.4 for MAS contracts), develop supporting rationale through market research and due diligence and provide appropriate documentation to the Servicing Office.
- 20. Apprise the Servicing Office of all terms, conditions, and requirements to be incorporated into the contract/order as necessary to comply with the statutes, regulations and directives that are specific to the Requesting Office (e.g., funding restrictions; domestic source restrictions).
- 21. Provide information and timely clearance on security requirements applicable to the IA.
- 22. Provide necessary resources for technical evaluation of proposals or quotes and participation in activities that require technical expertise.
 - a. Attend oral presentation and technical evaluation discussions.
 - b. Conduct or assist with technical evaluations of proposals.
- 23. Review the evaluation plan.
- 24. Provide the correct funding agency code needed for accurate reporting to the Federal Procurement Data System (FPDS).
- 25. Ensure deliverables are received and quality is acceptable.
 - a. Inspect work for compliance with contract requirements. Within 30 days of receipt, or another period as specified in the contract, promptly reject work that does not comply with contract requirements, or accept work that meets the terms of the contract or order, and immediately notify the Servicing Office's COR and CO.
 - b. Send acceptance paperwork to Servicing Office to complete the final acceptance of the goods or services.
- 26. Conduct appropriate surveillance, which may include site visits, pre-planned inspections, random unscheduled inspections, review of contractor reporting requirements (e.g., progress reports, shop plans, and blueprints), and periodic meetings with contractor personnel.
- 27. Perform any duties in a timely manner in accordance with the QASP or QAP.

28. Advise the Servicing Office's CO immediately of any circumstances that affect performance by the contractor, including failures to comply with technical requirements of the contract or to show a commitment to customer satisfaction, particularly if the contractor does not make corrections.
29. Work with the Servicing Office to evaluate proposals for changes. If requested by the Servicing Office's CO, participate in negotiation of changes, modifications, and claims.
30. Ensure the Requesting Office personnel are not authorizing work (making commitments or promises, issuing instructions to start or stop work, directing changes), changing any contractual documents, modifying the scope of work (including the period of performance), authorizing accrual of costs, or otherwise providing direction to the contractor, except as expressly authorized in the appointment by the Servicing Office's CO.
31. Track, measure, and report to the Servicing Office CO and COR on the performance of the contractor.
32. Review the invoice and advise the Servicing Office CO whether to approve or disapprove payment.
33. If the Servicing Office CO does not approve payment, the Requesting Office payment office should not pay the invoice in the case of direct fund cite (where the Requesting Office finance office retains funds and pays the contractor directly).
34. If the Requesting Office uses direct fund cite, the payment office should ensure a copy of each paid invoice is returned to the Servicing Office contracting office for inclusion in the official contract file.
35. Support contract close-out functions, to include providing appropriate funding to satisfy settlement agreements and/or claims.
36. Take appropriate actions to retrieve unexpended balances.
37. Ensure that correct data is provided in a timely manner to the Servicing Office to facilitate accurate and complete data reporting.
38. Provide the correct funding agency code to the Servicing Office needed for accurate reporting to FPDS.

A.7. Billing & Payment

The Requesting Office will pay the Servicing Office for costs of each contract or task/delivery order. Billings may include the amounts due under the contract or order plus any assisted service fees identified in Part B of this IA.

The Servicing Agency will pay all contractor charges on a reimbursable basis. The Servicing Agency will then bill the Requesting Agency using a Report of Acquisition Services Fund (ASF) Services Performed (GSA 789 Voucher) or an Intragovernmental Payment and Collection (IPAC - TFS Form 7306), as applicable. If using GSA 789 Voucher or non-IPAC payment, bills shall be paid as rendered within 15 calendar days.

Reimbursable billings are delinquent when they are thirty (30) or more calendar days old (from date of the Servicing Office billing). When billings remain delinquent over sixty (60) calendar days and the Requesting Office has not indicated a problem regarding services, the Servicing Office may choose not to award any new contract/orders or modifications to existing contract/orders for the Requesting Office (or the client within) and termination of existing services will be considered and negotiated with the Requesting Office.

The Requesting Office shall be responsible for interest owed under the Prompt Payment Act except that the Servicing Office shall be responsible for interest owed to the contractor due to delays created by actions of the Servicing Office.

A.8. Small Business Credit

Any contract actions executed by the Servicing Office on behalf of the Requesting Office will allocate the socio-economic credit to the Requesting Office at the lowest FIPS 95-2 Agency/Bureau component as identified by the Requesting Office. If the code is not provided, the Servicing Office will allocate the credit to the highest Requesting Office FIPS 95-2 Code.

A.9. Contract Termination, Disputes and Protests

If a contract or order awarded pursuant to this IA is terminated or cancelled or a dispute or protest arises from specifications, solicitation, award, performance or termination of a contract, appropriate action will be taken in accordance with the terms of the contract and applicable laws and regulations. The Requesting Office shall be responsible for all costs associated with termination, disputes, and protests, including settlement costs, except that the Requesting Office shall not be responsible to the Servicing Office for costs associated with actions that stem from errors in performing the responsibilities assigned to the Servicing Office. The Servicing Office shall consult with the Requesting Office before agreeing to a settlement or payments to ensure that the Servicing Office has adequate time in which to raise or address any fiscal or budgetary concerns arising from the proposed payment or settlement.

A.10. Review of Part A

The parties agree to review jointly the terms and conditions in Part A at least annually if the period of this agreement, as identified in Section 5, exceeds one year. Appropriate changes will be made by amendment to this agreement executed in accordance with Section 11. The parties further agree to review performance under this IA to determine if expectations are being met and document a summary of their assessment. The responsible reviewing official at each agency shall sign and date the assessment.

The performance assessment will consider, at a minimum, the quality of each party's overall execution of responsibilities assigned under this IA, including each party's responsiveness to requests made by the other party. Information to be evaluated will be obtained through a sampling of records and interviews.

A.11. Amendments

Any amendments to the terms and conditions in Part A shall be made in writing and signed by both the Servicing Office and the Requesting Office.

A.12. IA Termination

This IA may be terminated upon thirty (30) calendar days written notice by either party. If this agreement is cancelled, any implementing contract/order may also be cancelled. If the IA is terminated, the agencies shall specify the terms of the termination, including costs attributable to each party and the disposition of awarded and pending actions.

If the Servicing Office incurs costs due to the Requesting Office's failure to give the requisite notice of its intent to terminate the IA, the Requesting Office shall pay any actual costs incurred by the Servicing Office as a result of the delay in notification, provided such costs are directly attributable to the failure to give notice.

A.13. Interpretation of IA

If the Servicing Office and Requesting Office are unable to agree about a material aspect of either Part A or Part B of the IA, the parties agree to engage in an effort to reach mutual agreement in the proper interpretation of this IA, including amendment of this IA, as necessary, by escalating the dispute within their respective organizations.

If a dispute related to funding remains unresolved for more than sixty (60) calendar days after the parties have engaged in an escalation of the dispute, the parties agree to refer the matter to their respective Office Chief Financial Officers with a recommendation that the parties submit the dispute to the CFO Council Intragovernmental Dispute Resolution Committee for review in accordance with Section VII of Attachment 1 to the Treasury Financial Manual, Volume 1, Bulletin No. 2007-03, Intragovernmental Transactions, Subject: Intragovernmental Business Rules, or subsequent guidance.

A.14. Signatures

REQUESTING OFFICE OFFICIAL:

Signature: e-Signed by Alla Seiffert
on 2017-10-03 Date: _____

Name: Alla Seiffert

Title: Assistant Commissioner of TTS - OA

Office: FAS TTS Office of Acquisition

Address: 1800 F St. NW, Washington, DC 20006

Phone & Fax:

E-mail: vladlen.zvenyach@gsa.gov

SERVICING OFFICE OFFICIAL:

Signature: e-Signed by Darrick Early
on 2017-10-05 Date: _____

Name: Darrick Early

Title: Deputy Regional Commissioner

Office: GSA/NCR/FAS/AAS

Address: 301 7th Street SW Washington DC 20407

Phone & Fax: 202 708-8100 / 202 708-8100

E-mail: darrick.early@gsa.gov

**GENERAL SERVICES ADMINISTRATION
FEDERAL ACQUISITION SERVICE (FAS)
TECHNOLOGY TRANSFORMATION SERVICES (TTS)
And
FEDERAL ACQUISITION SERVICE (FAS)
NATIONAL CAPITAL REGION (NCR)
INTRA-AGENCY AGREEMENT (IA)**

PART B – Requirements & Funding Information

B.1. Purpose

This Part of the IA (hereinafter "Part B") serves as the funding document. It provides specific information on the requirements of GSA/FAS/Technology Transformation Service (TTS), hereinafter "the Requesting Office" sufficient to demonstrate a bona fide need and identifies funds associated with the requirement to allow GSA/FAS/AAS, hereinafter "the Servicing Office," to provide acquisition assistance and conduct an intra-agency acquisition.

B.2. Authority

The parties' authority to enter into this interagency agreement is:

- 40 U.S.C §§ 501-502 (for personal property and non-personal services); and/or the Acquisition Services Fund, 40 U.S.C. § 321. These statutory authorities are independent of the Economy Act and therefore, the Economy Act does not apply to this agreement.

B.3. Part B Identifier

Insert common agreement number(s) to identify Part B on other documents.

Document Number: ID11170060

B.4. General Terms & Conditions

Activities undertaken pursuant to this document are subject to the general terms and conditions set forth in Part A, IA Number: NCRTTS170012

B.5. Project Title

Infrastructure As a Service (IaaS) Bridge Contract 2018

B.6. Description of Products or Services / Bona Fide Need

TTS requires a suite of Infrastructure as a Service (IaaS) products from Amazon Web Services. These IaaS products are necessary for the operation of a variety of current TTS offerings, such as cloud.gov and Federalist. The primary use case is that TTS needs on-demand computing to power critical production digital applications and systems for partner agencies hosted on cloud.gov. This computing power enables partner agencies to carry out hosting of systems on a TTS FedRAMP-certified Platform as a Service (PaaS) and by extension, IaaS. This ensures digital security and operating compliance while forgoing the fixed capital expenses of operating dedicated data centers and co-location facilities. TTS seeks access to the Amazon Web Services IaaS console to be able to continue these production operations and provide continued customer service to partner agencies and the public.

Funds are obligated in the amount of **\$459,251.77** for this purpose.

If the goods and/or services to be acquired are described in an attachment, check the box below and describe the attachment.

☐ Description of goods or services is attached. (insert brief description of attachment)

B.7. Projected Milestones

(List key project and/or acquisition milestones as planned at the time of signing of the agreement)

Examples (these will need to be updated as the project progresses):

1	Written acquisition strategy	< 14 business days from start
2	Written feedback on the existing procurement artifacts	< 14 business days from start
3	New solicitation based on objectives (RFx)	< 21 business days from start
4	Evaluation of vendors and award	< 14 days after approved solicitation, unless otherwise agreed upon
5	Post-award contract management activities and contract close out as needed	Start of contract period of performance through 90 days after contract period of performance end date

B.8. Billing and Payment

The Servicing Office will pay contractor invoices from amounts identified in section 13 on a reimbursable basis. The Servicing Office will present an itemized statement to the Requesting Office for reimbursement of incurred contract costs and assisted services support costs. The Requesting Office will pay reimbursable billings to the Servicing Office from funds identified in section 12. See section 7 of Part A for additional terms and conditions addressing billing and payment.

B.9. Description of Acquisition Assistance

Specific Roles and Responsibilities for AAS and TTS are delineated in IA Part A, Section A.6.

B.10. Fees

Services charges will be determined as follows:

The Requesting Office will reimburse the Servicing Office for the costs of supplies/services provided under this IA. Costs of supplies/services include the amounts due the contractor under the task/delivery/purchase order plus any applicable charges for recovery of the Servicing Office's costs of doing business on behalf of the Requesting Office. Servicing Office services are **severable**. Assisted services provided under this Part B will be reimbursed on the following basis:

Surcharge in the amount of **0%** percent of amount(s) obligated on contract.

Actual Servicing Office Labor Hours (billed at the hourly rates in effect at the time the hours are worked)

Actual Servicing Office Labor Hours (billed at the hourly rates in effect at the time the hours are worked)

Actual Servicing Office Labor Hours (billed at the hourly rates in effect at the time the hours are worked) plus transaction fee for amounts obligated on contract

Fixed Price

X Other - TTS will reimburse FAS in accordance with the TTS/FAS Memorandum of Understanding signed June 15, 2016.

The amount of the proposed vendor's services is **\$459,251.77**. The Servicing Office is accepting an initial funding amount of **\$459,251.77** from the Requesting Office.

The total value for the life of the contract is estimated to be **\$459,251.77** inclusive of all vendor costs. This cost estimate is based on the best information available at this time. As

better information becomes available, or should unforeseen circumstances arise, it may be necessary to modify these estimates.

B.11. Obligation Information

The parties shall complete the table below:

Common Agreement Number	Requirement	Type of Requirement (Severable Service/Non Severable Service)	Type of AAS Requirement (AAS labor/fees)
NCRTTS170012 / Task ID: ID11170060	Infrastructure As a Service (IaaS) Bridge Contract 2018	Severable	T&M

B.12. Requesting Office Funding Information

This document must be signed by an agency certified/official funds manager having authority to obligate the funds, the office to contact when there is a need to de-obligate funds at the end of the project(s), and the following statement:

"By signing the funding document, the Issuer verifies that the funds are legally available for the purpose of the acquisition activities to be performed by GSA; all unique funding and procurement requirements, including statutory or regulatory requirements applicable to the funding being provided, have been disclosed to GSA; and all internal reviews and approvals required prior to placing the order with GSA have been completed."

IX#: IX021515

Basic appropriation symbol (Treasury account symbol)	47X4549.001
Amount obligated (contract costs plus assisting agency's service fee)	\$459,251.77

Fund citation (line of accounting)	For OE portion: 2018-A-00-285X-DS11-Q00EC000-AF200-18F Infrastructure For COGS portion: 2018-F-00-285F-DS15-Q00XF000-AF151-Cloud.gov Billable
Appropriation expiration date	No Year Funding
Unique restrictions on funding (if any)	None
Business event type code	DISB
Office location code (8-digit) for IPAC	47-00-0016
DUNS/BPN number (Business Partner Network or BPN #)	128112013
Funding agency code	047
Funding office code	
Billing Office Address	

TTS Funds Certifying Official

I certify that the funds cited above are properly chargeable for the purposes set forth in paragraphs B.4 and B.11 of this Intra-agency Agreement.

Signature:	e-Signed by Francisco Wong Vidal on 2017-10-04
Date:	
Printed Name:	Francisco Wong-Vidal
Title:	Supervisory Budget Analyst
Office:	OCFO

B.13. Servicing Office Funding Information

The Servicing Office Shall Complete the table below

Basic appropriation symbol (Treasury account symbol)	47X4534.001
Fund citation (line of accounting)	
Business event type code	COLL
Agency Location Code (8-digit) for IPAC	47 000016
DUNS/BPN number	126916514 or 126915813
Cage Code	3MSU6 or 3G0T3
DODAAC	473299 / 473F70
TIN (Tax ID Number)	440553234

B.14. Description of Requesting-Office Unique Restrictions

This section identifies unique restrictions applicable to the Requesting Office regarding acquisition, other than funding.

N/A - No Unique Restrictions.

Note: unique restrictions on funding should be identified in paragraph B.12.

B.15. Small Business Credit

The Servicing Office shall use the following NIST SP 800-87 Rev 1 (AAC) Code to identify the Requesting Office in FPDS: **47TYA0**. Note: If the code is not provided, the Servicing Office will allocate the credit to the highest Requesting Office NIST SP 800-87 Rev 1 Code.

B.16. Amendments

Any amendments to the terms and conditions in Part B shall be made in writing and signed by FAS and TTS.

B.17. Contact Information

Servicing Agency Program Office POC	Requesting Agency Program Office POC
Name: Alberto Munoz	Name: Edwin Wong
Address: GSA/FAS/NCR 301 7 th Street SW Washington, DC 20407	Address: GSA/FAS/TTS 1800 F St NW Washington, DC 20006
Email: alberto.munoz@gsa.gov	Email: edwin.wong@gsa.gov
Phone/Fax: 202.734.4226	Phone/Fax: 202.341.3075
Servicing Agency Financial POC	Requesting Agency Financial POC
Name: Lin Oo	Name: Huixian Xu
Address: OCFO, FAS Financial Services Division 1800 F St NW Washington, DC 20006	Address: GSA/FAS/TTS Finance 1800 F St NW Washington, DC 20006
Email: lin.oo@gsa.gov	Email: 18f-finance-cs@gsa.gov
Phone/Fax: 703.605.9250 / 202 714.8021	Phone/Fax:
Servicing Agency Project Manager	Requesting Agency Project Manager
Name: Jasmine Mitchell	Name:
Address: GSA/NCR/FAS 301 7 th Street SW Rm 6109 Washington, DC 20407	Address:
Email: jasmine.mitchell@gsa.gov	Email:
Phone/Fax: 202.708.8100 / 202.205.2812	Phone/Fax:

B.18. Signatures

By signing this document, the Requesting Office confirms that a bona fide need exists and that funds are for the designated purpose, meet time limitations, and are legally available for the acquisition described in this document; that all unique funding and procurement requirements, including all statutory and regulatory requirements applicable to the funding

being provided, have been disclosed to Servicing Office; and all internal reviews and approvals required prior to transferring funds to the Servicing Office have been completed. The Servicing Office's acceptance of this document creates an obligation on the part of the Requesting Office.

Requesting Office Official		Servicing Office Official	
e-Signed by Alla Seiffert on 2017-10-03 _____	_____	e-Signed by Darrick Early on 2017-10-05 _____	_____
Signature	Date	Signature	Date
Name: Alla Seiffert		Name: Darrick Early	
Title: Assistant Commissioner of TTS - OA		Title: Deputy Regional Commissioner	
Office: GSA / TTS		Office: GSA/NCR/FAS	

**GENERAL SERVICES ADMINISTRATION (GSA)
FEDERAL ACQUISITION SERVICE (FAS)
ASSISTED ACQUISITION SERVICES (AAS)
INTERAGENCY AGREEMENT**

Financial Addendum Part B- Funding Information

B.1. Purpose

This Part of the IA (hereinafter "Financial Addendum Part B") serves as or supplements the funding document received. It provides specific information on the requirements of GSA/FAS/Technology Transformation Services (TTS), hereinafter "the Requesting Agency" sufficient to demonstrate a bona fide need and identifies funds associated with the requirement to allow GSA/FAS/Assisted Acquisition Service (AAS), hereinafter "the Servicing Agency," to provide acquisition assistance and conduct an interagency acquisition.

B.3. Part B Identifier

Number: NCRTTS170012 / ID11170060

Part B Amendment Number: B-1

Purpose of Amendment:

The purpose of this amendment is to add additional funds in order to align the funding terms with the period of performance. Instead of the original IGE estimate of \$459,251.77 over 4 months, the IGE estimated a total cost of \$600,000 over 6 months, as reflected in the bridge contract solicitation.

B.11. Obligation Information

Servicing Agency and Requesting Agency shall complete the table below.

Common Agreement Number	Requirement	Type of Requirement (Flowthrough) (Severable Service / Non-severable service)	Type of AAS Requirement (AAS labor/fees)
NCRTTS170012 / ID11170060	Infrastructure As a Service (IaaS) Bridge Contract 2018	Severable	T&M

Funding Summary

Previous IA Funding	Current IA Funding	Total IA Part B Funding
\$459,251.77	\$140,748.23	\$ 600,000.00

B.12. Requesting Agency Funding Information

The Requesting Agency's Certifying Official shall complete the table & certification. (use continuation page if additional blocks are needed)

Basic appropriation symbol (Treasury account symbol)	47X4549.001
Total amount obligated (contract costs plus assisting agency's service fee)	\$600,000.00
Fund citation (line of accounting)	For OE portion: 2018-A-00-285X-DS11-Q00EC000-AF200-18 F Infrastructure For COGS portion: 2018-F-00-285F-DS15-Q00XF000-AF151-Cloud.gov Billable
Appropriation expiration date	No Year Funding
Unique restrictions on funding (if any)	None
Business event type code	DISB
Office location code (8-digit) for IPAC	47-00-0016
DUNS/BPN number (Business Partner Network or BPN #)	128112013
Funding agency code	047
Funding office code	

Billing Office Address	
------------------------	--

Requesting Agency Funds Certifying Official	
I certify that the funds cited above are properly chargeable for the purposes set forth in paragraphs B.4 and B.11 of this IA.	
Signature: e-Signed by Cynthia White on 2017-10-05	Date
Printed Name: Cynthia White	
Title: Supervisory Budget Analyst	Agency: GSA OCFO

B.13. Servicing Agency Funding Information

The Servicing Agency shall complete the table below.

Basic appropriation symbol (Treasury account symbol)	47X4534.001
Fund citation (line of accounting)	
Business event type code	COLL
Agency Location Code (8-digit) for IPAC	47 000016
DUNS/BPN number	126916514 or 126915813
Cage Code	3MSU6 or 3G0T3
DODAAC	473299 / 473F70
TIN (Tax ID Number)	440553234

B.18. Signatures

By signing this document, the Requesting Agency confirms that a bona fide need exists and that funds are for the designated purpose, meet time limitations, and are legally available for the acquisition described in this document; that all unique funding and procurement requirements, including all statutory and regulatory requirements applicable to the funding being provided, have been disclosed to Servicing Agency; and all internal reviews and approvals required prior to transferring funds to the Servicing Agency have been completed. The Servicing Agency's acceptance of this document creates an obligation on the part of the Requesting Agency.

Requesting Agency Official		Servicing Agency Official	
e-Signed by Rebecca Piazza on 2017-10-05			
_____ Signature	_____ Date	_____ Signature	_____ Date
Rebecca Piazza		Darrick Early	
Title: Assistant Commissioner of TTS - 18F		Title: Deputy Regional Commissioner	
e-Signed by Darrick Early on 2017-10-06			
Agency: GSA/FAS/TTS		Agency: GSA/FAS/NCR	

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number 18F-14-ENE-02 - 0000 - 0001
 GT&C # _____ Order # _____ Amendment/Mod # _____

DEPARTMENT AND/OR AGENCY

1.	Requesting Agency of Products/Services	Servicing Agency Providing Products/Services
Name	GSA - Office of Citizen Services and Innovative Technologies - 18F	Dept. of Energy - Golden Field Office Office of Energy Efficiency
Address	1800 F Street, N.W. Washington, D.C. 20405	15013 Denver West Parkway Golden, CO 80401

2. Servicing Agency Agreement Tracking Number (Optional) _____

3. Assisted Acquisition Agreement Yes ☐ No ☒

4. GT&C Action (Check action being taken)

☐ New

☒ Amendment – Complete only the GT&C blocks being changed and explain the changes being made.

Box 5 - Agreement Period extended to end on 9/6/2016

Box 9 - Increased total amount for this agreement to \$183,382 to cover the additional Agreement Period.

☐ Cancellation – Provide a brief explanation for the IAA cancellation and complete the effective End Date.

5. Agreement Period Start Date 07-07-2014 End Date 09-06-2016 of IAA or effective cancellation date
 MM-DD-YYYY MM-DD-YYYY

6. Recurring Agreement (Check One) A Recurring Agreement will continue, unless a notice to discontinue is received.

Yes ☐ If Yes, is this an: Annual Renewal ☐

Other Renewal ☒ State the other renewal period: _____

No ☒

7. Agreement Type (Check One) ☒ Single Order IAA ☐ Multiple Order IAA

8. Are Advance Payments Allowed for this IAA (Check One) ☐ Yes ☒ No

If Yes is checked, enter Requesting Agency's Statutory Authority Title and Citation

Note: Specific advance amounts will be captured on each related Order.

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number 18F-14-ENE-02 - 0000 - 0001
GT&C # _____ Order # Amendment/Mod # _____

9. Estimated Agreement Amount (The Servicing Agency completes all information for the estimated agreement amount.)
(Optional for Assisted Acquisitions)

Direct Cost _____ \$183,382
Overhead Fees & Charges _____
Total Estimated Amount _____ \$183,382

Provide a general explanation of the Overhead Fees & Charges

10. STATUTORY AUTHORITY

a. Requesting Agency's Authority (Check One)

Franchise Fund ☐ Revolving Fund ☐ Working Capital Fund ☐ Economy Act (31 U.S.C. 1535/FAR 17.5) ☒ Other Authority ☐

Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority
N/A

b. Servicing Agency's Authority (Check One)

Franchise Fund ☐ Revolving Fund ☐ Working Capital Fund ☐ Economy Act (31 U.S.C. 1535/FAR 17.5) ☒ Other Authority ☐

Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority
N/A

11. Requesting Agency's Scope (State and/or list attachments that support Requesting Agency's Scope.)

N/A

12. Roles & Responsibilities for the Requesting Agency and Servicing Agency (State and/or list attachments for the roles and responsibilities for the Requesting Agency and the Servicing Agency.)

N/A

IAA Number	18F-14-ENE-02	- 0000 -	0001
	GT&C #	Order #	Amendment/Mod #

IAA Number	18F-14-ENE-02	- 0000 -	0001
	GT&C #	Order #	Amendment/Mod #

21. Additional Requesting Agency and/or Servicing Agency Attachments (Optional) (State and/or attach any additional Requesting Agency and/or Servicing Agency attachments.)
N/A

Actual work for this IAA may NOT begin until an Order has been signed by the appropriate individuals, as stated in the Instructions for Blocks 37 and 38.

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
Order Requirements and Funding Information (Order) Section

IAA Number 18F-14-ENE-02 - 0001 - 0001 Servicing Agency's Agreement
 GT&C # Order # Amendment/Mod # Tracking Number (Optional) _____

PRIMARY ORGANIZATION/OFFICE INFORMATION

24.	Requesting Agency	Servicing Agency
Primary Organization/Office Name	GSA - Office of Citizen Services and Innovative Technologies - 18F	Dept. of Energy - Golden Field Office Office of Energy Efficiency
Responsible Organization/Office Address	1800 F Street, N.W. Washington, D.C. 20405	15013 Denver West Parkway Golden, CO 80401

ORDER/REQUIREMENTS INFORMATION

25. Order Action (Check One)

☐ New

☒ **Modification (Mod)** – List affected Order blocks being changed and explains the changes being made. For Example: for a performance period mod, state new performance period for this Order in Block 27. **Fill out the Funding Modification Summary by Line (Block 26)** if the mod involves adding, deleting or changing **Funding for an Order Line**.
 Block 26 - Included modification on this order to increase funding by \$102,000 to a total of \$183,382
 Block 27 - Add 13 months to the Period of Performance to end 9-6-2016.
 Block 28 - New Reimbursable Cost of \$183,382 entered.
 Block 30 - New Reimbursable Cost Total of \$183,382 entered.

☐ **Cancellation** – Provide a brief explanation for Order cancellation and fill in the Performance Period End Date for the effective cancellation date.

26. Funding Modification Summary by Line	Line # <u>1</u>	Line # _____	Line # _____	Total of All Other Lines (attach funding details)	Total
Original Line Funding	\$81,382	\$	\$	\$	\$
Cumulative Funding Changes From Prior Mods [addition (+) or reduction (-)]	\$	\$	\$	\$	\$
Funding Change for This Mod	\$102,000	\$	\$	\$	\$
TOTAL Modified Obligation	\$183,382	\$	\$	\$	\$
Total Advance Amount (-)	\$	\$	\$	\$	\$
Net Modified Amount Due	\$183,382	\$	\$	\$	\$

27. Performance Period

Start Date

07-07-2014

End Date

09-06-2016

MM-DD-YYYY

MM-DD-YYYY

For a performance period mod, insert the start and end dates that reflect the new performance period.

IAA Order

IAA Number 18F-14-ENE-02 - 0001 - 0001

GT&C #

Order # Amendment/Mod #

Servicing Agency's Agreement

Tracking Number (Optional)

28. Order Line/Funding Information										Line Number									
					Requesting Agency Funding Information					Servicing Agency Funding Information									
ALC		47-00-0016								89000001									
Component TAS Required by 10.1.2014	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB			
OR Current TAS format		47X45341								89X0321									
BETC		DISB								COLL									
Object Class Code (Optional)																			
BPN		964253686								013155325									
BPN + 4 (Optional)																			
Additional Accounting Classification/Information (Optional)		2015-A-00-285X-DS10-Q00XF200- AF230-Client Services																	
Requesting Agency Funding Expiration Date									Requesting Agency Funding Cancellation Date										
MM-DD-YYYY									MM-DD-YYYY										
Project Number & Title																			
Description of Products and/or Services, including the Bona Fide Need for this Order (State or attach a description of products/services, including the bona fide need for this Order.) See Attachment A																			
North American Industry Classification System (NAICS) Number (Optional)																			
Breakdown of Reimbursable Line Costs									OR Breakdown of Assisted Acquisition Line Cost:										
Unit of Measure								Contract Cost		\$									
Quantity		Unit Price		Total				Servicing Fees		\$									
1		183,382		\$ 183,382				Total Obligated Cost		\$ 0									
Overhead Fees & Charges				\$				Advance for Line (-)		\$									
Total Line Amount Obligated				\$ 183,382				Net Total Cost		\$ 0									
Advance Line Amount (-)				\$				Assisted Acquisition Servicing Fees Explanation											
Net Line Amount Due				\$ 183,382															
Type of Service Requirements																			
<input checked="" type="checkbox"/> Severable Service <input type="checkbox"/> Non-severable Service <input type="checkbox"/> Not Applicable																			

IAA Order

IAA Number 18F-14-ENE-02

- 0001

- 0001

GT&C #

Order #

Amendment/Mod #

Servicing Agency's Agreement

Tracking Number (Optional)

29. Advance Information (Complete Block 29 if the Advance Payment for Products/Services was checked "Yes" on the GT&C.)

Total Advance Amount for the Order \$ _____ [All Order Line advance amounts (Block 28) must sum to this total.]

Revenue Recognition Methodology (according to SFFAS 7) (Identify the Revenue Recognition Methodology that will be used to account for the Requesting Agency's expense and the Servicing Agency's revenue)

☐ Straight-line – Provide amount to be accrued \$ _____ and Number of Months _____

☐ Accrual Per Work Completed – Identify the accounting posting period:

☐ Monthly per work completed & invoiced

☐ Other – Explain other regular period (bimonthly, quarterly, etc.) for posting accruals and how the accrual amounts will be communicated if other than billed.

30. Total Net Order Amount: \$ 183,382

[All Order Line Net Amounts Due for reimbursable agreements and Net Total Costs for Assisted Acquisition Agreements (Block 28) must sum to this total.]

31. Attachments (State or list attachments.)

☐ Key project and/or acquisition milestones (Optional except for Assisted Acquisition Agreements)

☐ Other Attachments (Optional)

BILLING & PAYMENT INFORMATION

32. Payment Method (Check One) [Intra-governmental Payment and Collection (IPAC) is the Preferred Method.]

If IPAC is used, the payment method must agree with the IPAC Trading Partner Agreement (TPA).

☐ Requesting Agency Initiated IPAC

☒ Servicing Agency Initiated IPAC

☐ Credit Card

☐ Other – Explain other payment method and reasoning _____

33. Billing Frequency (Check One)

[An Invoice must be submitted by the Servicing Agency and accepted by the Requesting Agency BEFORE funds are reimbursed (i.e., via IPAC transaction)]

☐ Monthly

☒ Quarterly

☐ Other Billing Frequency (include explanation) _____

34. Payment Terms (Check One)

☐ 7 days

☒ Other Payment Terms (include explanation): _____

Payment shall be made within 30 days from receipt of invoice.

IAA Order

IAA Number 18F-14-ENE-02
GT&C #

- 0001 - 0001
Order # Amendment/Mod #

Servicing Agency's Agreement
Tracking Number (Optional)

35. Funding Clauses/Instructions (Optional) (State and/or list funding clauses/instructions.)

36. Delivery/Shipping Information for Products (Optional)

Agency Name	
Point of Contact (POC) Name & Title	
POC Email Address	
Delivery Address /Room Number	
POC Telephone Number	
Special Shipping Information	

APPROVALS AND CONTACT INFORMATION

37. PROGRAM OFFICIALS

The Program Officials, as identified by the Requesting Agency and Servicing Agency, must ensure that the scope of work is properly defined and can be fulfilled for this Order. The Program Official may or may not be the Contracting Officer depending on each agency's IAA business process.

	Requesting Agency	Servicing Agency
Name	Phaedra Chrousos	Mary J Solis
Title	Associate Administrator, 18F/OCSIT	Contracting Officer, Acquisitions Office
Telephone Number		
Fax Number		
Email Address	phaedra.chrousos@gsa.gov	mary.solis@ee.doe.gov
SIGNATURE	(b) (6)	(b) (6)
Date Signed	02-27-15	8/6/2015

38. FUNDING OFFICIALS - The Funds Approving Officials, as identified by the Requesting Agency and Servicing Agency, certify that the funds are accurately cited and can be properly accounted for per the purposes set forth in the Order. The Requesting Agency Funding Official signs to obligate funds. The Servicing Agency Funding Official signs to start the work, and to bill, collect, and properly account for funds from the Requesting Agency, in accordance with the agreement.

	Requesting Agency	Servicing Agency
Name	Robin Short	Mary J Solis
Title	Deputy Controller, Federal Acquisition Service	Contracting Officer, Acquisitions Office
Telephone Number	(b) (6)	
Fax Number		
Email Address	robin.short@gsa.gov	mary.solis@ee.doe.gov
SIGNATURE	(b) (6)	(b) (6)
Date Signed		8/6/2015

FMS Form 7600B
04/12

CERTIFICATION OF AVAILABILITY OF FUNDS

456140358/8000074/05499

NREL: \$ 99,029.13

Admin: \$ 2,970.87

FTAGR 141935 / 2851039

(b) (6)

DEPARTMENT OF THE TREASURY
FINANCIAL MANAGEMENT SERVICE
Page 4 of 5

8/6/2015

IAA Order

IAA Number 18F-14-ENE-02

- 0001

- 0001

Servicing Agency's Agreement

GT&C #

Order #

Amendment/Mod #

Tracking Number (Optional)

CONTACT INFORMATION

FINANCE OFFICE Points of Contact (POCs)

The finance office points of contact must ensure that the payment (Requesting Agency), billing (Servicing Agency), and advance/accounting information are accurate and timely for this Order.

39.	Requesting Agency (Payment Office)	Servicing Agency (Billing Office)
Name	Patrick Bateman	Mary J Solis
Title	18F Team Operations	Contracting Officer, Acquisitions Office
Office Address	1800 F Street, NW Washington, D.C. 20006	
Telephone Number		
Fax Number		
Email Address	18f-finance-cs@gsa.gov	mary.solis@ee.doe.gov
Signature & Date (Optional)		

40. ADDITIONAL Points of Contacts (POCs) (as determined by each Agency)

This may include CONTRACTING Office Points of Contact (POCs).

	Requesting Agency	Servicing Agency
Name	Gray Brooks	
Title	Senior API Strategist	
Office Address		
Telephone Number	(b) (6)	
Fax Number		
Email Address	richard.g.brooks@gsa.gov	
Signature & Date (Optional)		
Name	Joshua Bailes	
Title	18F Agreements Lead	
Office Address		
Telephone Number		
Fax Number		
Email Address	joshua.bailes@gsa.gov	
Signature & Date (Optional)		
Name		
Title		
Office Address		
Telephone Number		
Fax Number		
Email Address		
Signature & Date (Optional)		

**STATEMENT OF WORK FOR DEPARTMENT OF ENERGY / NREL SERVICES TO BE
PROVIDED TO 18F**

1.0 BACKGROUND

This Statement of Work (SOW) is referenced in Section 31 of IAA 18F-NREL-062015, order number 18F-NREL-062015-0001-0000, an agreement between the requesting agency, General Services Administration (GSA), and the servicing agency Department of Energy / National Renewable Energy Laboratory (NREL). This SOW explains the work to be performed under the IAA and serves as an obligating document.

The U.S. General Services Administration (the Servicing Agency), through its Office of Citizen Services and Innovative Technologies / 18F, builds effective, user-centric digital services focused on the interaction between Government and the people and businesses it serves. 18F helps agencies deliver on their mission through the development of digital and web services. Our mission is to transform the way the government builds and buys IT, with an emphasis on public-facing digital services.

The General Service Administration (GSA) has been leading the strategy behind the Federal Application Programming Interface (API) Key Working Group with the goal to provide a standardized web service and API key management service across the Federal Government. This standardized capability reduces the barriers for agencies to publish APIs and for public developers to consume these APIs. NREL has participated in the working group and contributed to the goal by modifying and open sourcing their <http://develop.nrel.gov> platform to build the prototype <http://api.data.gov/>. NREL and GSA have now partnered to build the API Management Service (AMS) as a successful beta project utilized by seven Federal agencies.

As the project has moved from the strategic to execution phase, NREL will support GSA in the completion of goals in order to bring the tool into active service.

2.0 STATEMENT OF NEED

NREL is uniquely qualified in the area of API open source platform development. NREL resources built and maintain the unique shared service AMS. Since NREL is the original developer of AMS, there is a bona fide need for this order. If GSA were to hire another employee or contractor, there would be a significant amount of time and resources wasted. This contract is the most practical and affordable approach to obtain AMS knowledge and expertise. NREL will assist with the transitioning AMS management to GSA, training to the 18F staff to build core API functionality, and provide guidance and direction for future development of AMS.

3.0 OVERVIEW OF OBJECTIVES

18F requires the services of Department of Energy / National Renewable Energy Laboratory to support technical development activities based on agency priorities and changing customer preferences. NREL will incorporate feedback and feature requests from the agencies. NREL will also research and implement sustainability updates and coordinate with GSA in the creation of long-term operations and maintenance. Finally, NREL will also participate in the continued development of the API strategy supporting the Digital Government Strategy and Open Data Policy and its coordination with other GSA efforts.

4.0 STATEMENT OF WORK

NREL will provide 25% of a senior developer's time from 7/6/15 to 9/6/16 to:

- Implement new features and functionality for AMS;
- Analyze, document, and improve the service's scalability and security;
- Work toward ensuring the long term success of AMS by ensuring others at GSA can operate and develop new features for AMS;
- Agency onboarding and support; and
- System maintenance.

5.0 Status Reporting and Accounting

NREL will provide monthly status updates to 18F, covering activities under this IAA. A written financial accounting statement will be provided monthly based upon the requested services.

**GENERAL SERVICES ADMINISTRATION (GSA)
FEDERAL ACQUISITION SERVICE (FAS)
ASSISTED ACQUISITION SERVICES (AAS)
INTERAGENCY AGREEMENT**

PART B – Requirements & Funding Information

B.1. Purpose

This Part of the IA (hereinafter "Part B") serves as or supplements the funding document received. It provides specific information on the requirements of **Office of Management and Budget (OMB) / Budget Formulation and Execution Line of Business (BFELoB)**. GSA/FAS/TTS/cloud.gov hereinafter "the Requesting Agency" sufficient to demonstrate a bona fide need and identifies funds associated with the requirement to allow GSA/FAS/AAS, hereinafter "the Servicing Agency," to provide acquisition assistance and conduct an interagency acquisition.

B.2. Authority

The parties' authority to enter into this interagency agreement is (check applicable box):

☒ **Revolving Fund (40 USC § 321)**

Identify specific statutory authority: The Servicing Agency's authority for this IA is derived from 40 U.S.C §§ 501-502 (for personal property and non-personal services), 40 USC § 11314 (for some aspects of information technology), 40 USC 11302(e) (OMB's executive agent designation) and/or the Acquisition Services Fund, 40 USC § 321. These statutory authorities are independent of the Economy Act and therefore, the Economy Act does not apply to this agreement.

B.3. Part B Identifier

Number: **Task Order issued against BPA #GSTFMG BPA-08-0011. This funding document is identified** **IX021249** **Funding will be applied to GSA task order ID05130080001.**

Part B Amendment Number: B-n/a

Purpose of Amendment: n/a

B.4. General Terms & Conditions

Activities undertaken pursuant to this document are subject to the general terms and conditions set forth in Part A, IA Number: **R50159**. Part A is located at (check applicable box):

☐

☒ **Attached.**

B.5. Project Title

OMB Max Support

B.6. Description of Products or Services / Bona Fide Need

This section describes the goods or services that will be acquired from a contractor by the Servicing Agency on behalf of the Requesting Agency under this IA.

This section describes the goods or services that will be acquired from a contractor by the Servicing Agency on behalf of the Requesting Agency under this IA.

AAS/IA Part B

B-2

The Government requires development, maintenance and enhancements to MAX applications as well as user and exercise support for MAX applications in support of the Budget Formulation and Execution Line of Business (BFELoB) and member agencies.

Specific project plans will be developed in conjunction with the BFELoB Program Management Office (PMO) and MAX project managers.

Specific task requirements are identified in the statement of work.

If the goods and/or services to be acquired are described in an attachment, check the box below and describe the attachment.

☒ Description of goods or services is attached.

B.7. Projected Milestones

Awarded 13 Sept 13. Funds will be applied to OY3 with a PoP of 9/16/16 – 9/15/17

B.8. Billing and Payment

The Servicing Agency will pay contractor invoices from amounts identified in section 13 on a reimbursable basis. The Servicing Agency will present an itemized statement to the Requesting Agency for reimbursement of incurred contract costs and assisted services support costs. The Requesting Agency will pay reimbursable billings to the Servicing Agency from funds identified in section 12. See section 7 of Part A for additional terms and conditions addressing billing and payment.

B.9. Description of Acquisition Assistance

The Servicing Agency will provide the following services to the Requesting Agency.

The Servicing Agency will provide full life cycle acquisition and project management support to the Requesting Agency. These services shall include acquisition planning, contract execution, contract administration, and project management support.

Specific Roles and Responsibilities for the Servicing Agency and the Requesting Agency are delineated in Part A, Section A.6.

B.10. Fees

Services charges will be determined as follows:

The Requesting Agency will reimburse the Servicing Agency for the costs of supplies/services provided under this IA. Costs of supplies/services include the amounts due the contractor under the task/delivery/purchase order plus any applicable charges for recovery of the Servicing Agency's costs of doing business on behalf of the Requesting Agency. Servicing Agency services are non-severable. Assisted services provided under this Part B will be reimbursed on the following basis:

- ☒ Surcharge in the amount of 5% percent of amount(s) obligated on contract
- ☐ Actual Servicing Agency Labor Hours (billed at the hourly rates in effect at the time the hours are worked)
- ☐ Actual Servicing Agency Labor Hours (billed at the hourly rates in effect at the time the hours are worked) plus transaction fee for amounts obligated on contract
- ☐ Fixed Price
- ☐ Other (describe here)

The annual estimated cost for AAS support (AAS labor and fees) for this Part B is \$n/a . This cost estimate is based on the best information available at this time. As better information becomes available, or should unforeseen circumstances arise, it may be necessary to modify these estimates.

B.11. Obligation Information

Servicing Agency and Requesting Agency shall complete the table below.

Common Agreement Number	Requirement	Type of Requirement (Flowthrough) (Severable Service / Non-severable service)	Type of AAS Requirement (AAS labor/fees)
ID05130080001	OMB MAX Support	Severable	Non-severable

Funding Summary

Previous IA Funding	Current IA Funding	Total IA Part B Funding
\$ 0	\$ 25,000	\$ 25,000

B.12. Requesting Agency Funding Information

The Requesting Agency's Certifying Official shall complete the table & certification. (use continuation page if additional blocks are needed)

Basic appropriation symbol (Treasury account symbol)	47X45341
Amount obligated (contract costs plus assisting agency's service fee)	\$25,000

Fund citation (line of accounting)	2017-A-00-285X-DS15-T00F0000-AF200-Cloud.gov
Appropriation expiration date	<p>Make sure this field includes appropriation expiration date, First FY available, FY of Funds, and Type of Funding (one year, multi-year, no year) Type of Funding:</p> <p>Expiration: No Year Funding</p> <p>FY of funds: N/A</p> <p>First FY Available: N/A</p> <p>Last FY Available: N/A</p>
Unique restrictions on funding (if any)	N/A
Business event type code	DISB
Agency location code (8-digit) for IPAC	47-00-0016
DUNS/BPN number (Business Partner Network or BPN #)	08-044-1469
Funding agency code	047
Funding office code	47TFA0
Billing Office Address	PO BOX 979009 Saint Louis, MO 63197-9009

Requesting Agency Funds Certifying Official	
I certify that the funds cited above are properly chargeable for the purposes set forth in paragraphs B.4 and B.11 of this IA.	
Signature: e-Signed by Francisco Wong Vidal on 2017-07-06	Date:
Printed Name: Francisco Wong	
Title: Supervisory Budget Analyst	Agency: GSA/OCFO

B.13. Servicing Agency Funding Information

The Servicing Agency shall complete the table below.

Basic appropriation symbol (Treasury account symbol)	47X4534.001
Fund citation (line of accounting)	285F.Q05FA000.AA20.25.AF151.H08
Business event type code	COLL
Agency Location Code (8-digit) for IPAC	47-00-0016
DUNS/BPN number	601304517

Servicing Agency Funds Certifying Official

Signature: CHRISTINA DOMINGUEZ <small>Digitally signed by CHRISTINA DOMINGUEZ DN: c=US, o=U.S. Government, ou=General Services Administration cn=CHRISTINA DOMINGUEZ, o=92342 10200300 100 1 1 47001001082622 Date: 2017.07.07 15:08:14 -06:00</small>		Date: 07/07/2017
Printed Name: Stacey Auerweck Christina Dominguez		
Title: Financial Management Analyst	Agency: GSA/FSD/OCFO, FAS Reimbursable Agreements	

B.14. Description of Requesting-Agency Unique Restrictions

This section identifies unique restrictions applicable to the Requesting Agency regarding acquisition, other than funding. **None.**

Note: unique restrictions on funding should be identified in paragraph B.12.

B.15. Small Business Credit

The Servicing Agency shall use the following FIPS 95-2 Code to identify the Requesting Agency in FPDS:
 . Note: If the code is not provided, the Servicing Agency will allocate the credit to the highest Requesting Agency FIPS 95-2 Code.

B.16. Amendments

Any amendments to the terms and conditions in Part B shall be made in writing and signed by both the Servicing Agency and the Requesting Agency.

B.17. Contact Information

Servicing Agency Program Office

Name: Jerry R. Couick
 Address: GSA/FAS/AAS
 1710 Corporate Crossing
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 O'Fallon, IL 62269
 E-mail: rodnev.couick@gsa.gov
 Phone: (b) (6)
 Fax: (b) (6)

Servicing Agency Financial POC and Project Manager

Name: Stephanie McDonald
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 1710 Corporate Crossing
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 O'Fallon, IL 62269
 E-mail: Stephanie.mcdonald@gsa.gov
 Phone: (b) (6)
 Fax: (b) (6)

Servicing Agency Project Financial POC

Name: Stacey Auerweck

E-mail: Stacey.Auerweck@gsa.gov

Requesting Agency Program Office POC

Name: Britta Gustafson
 Title: Cloud.gov Acting Deputy Director
 Address: 50 UN Plaza, San Francisco, CA 94102

E-mail: britta.gustafson@gsa.gov / cloud-gov-inquiries@gsa.gov
Phone: (b) (6)
Fax:

Requesting Agency Financial POC

Name: Jackie Xu
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Washington, D.C. 20006

E-mail: 18f-finance-cs@gsa.gov
Phone:
Fax:

B.18. Signatures

By signing this document, the Requesting Agency confirms that a bona fide need exists and that funds are for the designated purpose, meet time limitations, and are legally available for the acquisition described in this document; that all unique funding and procurement requirements, including all statutory and regulatory requirements applicable to the funding being provided, have been disclosed to Servicing Agency; and all internal reviews and approvals required prior to transferring funds to the Servicing Agency have been completed. The Servicing Agency's acceptance of this document creates an obligation on the part of the Requesting Agency.

Requesting Agency Official		Servicing Agency Official	
e-Signed by Vladlen David Zvenyach on 2017-06-21		STEPHANIE MCDONALD	<small>Digital signed by STEPHANIE MCDONALD DN: cn=US, o=U.S. Government, ou=General Services Administration, email=STEPHANIE.MCDONALD@gsa.gov, c=US Date: 2017.06.20.14.11.25 -0500</small>
Signature	Date	Signature	Date
Printed Name: Vladlen Zvenyach		Printed Name: Jerry R. Couick	
Title: Acting Deputy Commissioner		Title: Director	
Agency: GSA/TTS		Agency: GSA/FAS/AAS	

**GENERAL SERVICES ADMINISTRATION (GSA)
FEDERAL ACQUISITION SERVICE (FAS)
ASSISTED ACQUISITION SERVICES (AAS)
INTERAGENCY AGREEMENT**

PART A – General Terms & Conditions

A.1. Purpose

This Part of the IA (hereinafter “Part A”) describes the terms and conditions that govern the provision of acquisition assistance between **the Technology Transformation Service (TTS)**, hereinafter “the Requesting Agency” and GSA/FAS, hereinafter “the Servicing Agency.”

No fiscal obligations are created through the execution of Part A. A fiscal obligation arises when the Requesting Agency demonstrates a bona fide need, provides the necessary requirements and funding information to the Servicing Agency and both parties execute a funding document using Part B of this IA or an alternate funding document.

A.2. Authority

The parties’ authority to enter into this interagency agreement is:

- X Revolving Fund (40 USC § 321)**
Identify specific statutory authority: The Servicing Agency’s authority for this IA is derived from 40 U.S.C §§ 501-502 (for personal property and non-personal services), 40 USC § 11314 (for some aspects of information technology), 40 USC 11302(e) (OMB’s executive agent designation) and/or the Acquisition Services Fund, 40 USC § 321. These statutory authorities are independent of the Economy Act and therefore, the Economy Act does not apply to this agreement

A.3. Part A Identifier

IA number: NCR18F170002

A.4. Scope

a. Organizations authorized to request acquisition assistance

The following organizations in the Requesting Agency are authorized to obtain assistance from the Servicing Agency.

- **GSA / TTS**

Note: The organization(s) identified in Section 1 of Part B must be listed in this section.

b. Organizations authorized to provide acquisition assistance

The organizations in the Servicing Agency are authorized to provide assistance to the Requesting Agency.

- **GSA/FAS/AAS**

Note: The organization identified in Section 1 of Part B must be listed in this section.

c. Types of products or services that may be acquired

The following types of services or products may be acquired through interagency acquisition pursuant to this IA. Note: The need described in Section 6 of Part B must fall within the scope of products or services described below.

- The Servicing Agency, in consultation with the Requesting Agency, will utilize its expertise to provide value-added assisted acquisition services to satisfy the Requesting Agency's requirements.

d. Limitations

The following restrictions apply: **None**

A.5. Period of Agreement

The terms and conditions described in Part A of the IA become effective when signed by authorized officials of both agencies and remain effective **for 5 years**, unless amended in accordance with Section 11 or terminated in accordance with Section 12.

A.6. Roles & Responsibilities of Servicing Agency & Requesting Agency

The effective management and use of interagency contracts is a shared responsibility of the Requesting Agency and the Servicing Agency. The parties hereby agree to the following roles and

responsibilities, which are derived from the Checklist in Appendix 1 of Interagency Acquisitions, guidance issued by the Office of Federal Procurement Policy.

Servicing Agency Roles and Responsibilities:

TTS and FAS will perform the following roles and responsibilities:

1. Work closely with the Requesting Agency to establish IAs that are clear and complete. (TTS)
2. Be a good steward of the Requesting Agency's funds by ensuring appropriate internal controls, and applying sound project management, contracting, and fiscal practices. (Shared)
3. Manage all phases of the project lifecycle from requirements development through contract closeout, as agreed in the IA. (Shared)
4. Work in close collaboration with the Requesting Agency throughout the project lifecycle, responding promptly to inquiries from the Requesting Agency including matters regarding process, project status, and funds balance. (TTS)
5. Enforce contractual terms and conditions to ensure the timely delivery of goods and services. (FAS)
6. Maintain accurate records and files associated with acquisition assistance activities. (FAS)
7. Obtain necessary legal review for issues arising under the IA. (Shared)
8. Review the general terms and conditions of the IA with the Requesting Agency no less than annually and make amendments as necessary. (TTS)
9. Assist the Requesting Agency in refining the requirements document package, including the description of key project objectives, unique project requirements, and performance expectations. (TTS)
10. Work with the Requesting Agency to prepare a funding document (i.e., Part B of the IA). (Shared)
11. Do not accept the funding document unless it: (i) identifies proper funds -- including the type of funds to be used, their period of availability, and a funds citation -- (ii) identifies the funds certifying official and (iii) adequately describes a bona fide need of the Requesting Agency. (TTS)
12. Help the Requesting Agency comply with the bona fide needs rule by: A. managing funds according to the Requesting Agency's guidance; B. recording transactions in a timely fashion; and C. implementing and exercising controls to ensure compliance with all applicable statutory and regulatory fiscal requirements. (Shared)

13. Conduct market research. (TTS)
14. Depending on the size and complexity of the acquisition, establish a formal acquisition plan addressing technical, business, management and other significant considerations that will control the acquisition. (FAS)
15. Select an appropriate contract type based on the nature of the requirement and the associated risk. (FAS)
16. Advise the Requesting Agency of the risk associated with the acquisition strategy and contract type. (FAS)
17. Provide the Requesting Agency with an opportunity to concur on the contract type as well as with acquisition plan, when required. (FAS)
18. Prepare and/or finalize SOW/SOO/PWS/specs based on requirements documents (or initial SOW/SOO/PWS/specs) provided by the Requesting Agency, discussions with the Requesting Agency stakeholders -- including program and project managers, contracting, fiscal, legal, and others participating in the acquisition process -- market research, and other acquisition planning efforts. (Shared)
19. Ensure requirements are clearly defined and suitable performance standards are established against which results may be effectively measured. (Shared)
20. Provide the Requesting Agency with opportunity to concur on SOW/SOO/PWS/specs before finalizing. (FAS)
21. For contracts or orders with award fees, develop award fee criteria that are tied to identifiable acquisition outcomes, defined in terms of cost, schedule, and performance outcomes. (FAS)
22. Consult with the Requesting Agency to identify work requiring surveillance and the method of surveillance. (Shared)
23. Ensure the selected surveillance method, including costs and required resources, are appropriate for the risk associated with the acquisition. (FAS)
24. Consult with the Requesting Agency on the strategy for developing quality assurance (QA) documents (e.g., government develops QA plan (QAP) as part of SOW or QASP as part of PWS; offerors propose QASPs in response to SOO). (Shared)
25. In preparing QA documents: A. Consider drafts developed by Requesting Agency. B. If offerors are required to submit proposed QASPs, review the proposal to ensure the plan meets the government's surveillance needs. C. Review proposed QASPs with Requesting Agency. (Shared)
26. Provide the Requesting Agency with opportunity to concur on QASP or QAP before finalizing. (FAS)
27. For each requirement, determine the required level of contract administration. (FAS)

28. Identify the following: A. the type of official to be appointed (e.g., COTR, Contracting Officer Representative (COR), Receiving Official (RO)) to assist with contract administration, B. the agency that will provide the official, and C. the applicable training and certification standards. (FAS)
29. Appoint a qualified and trained COTR/COR/RO and, if the selected contract-type involves a fee or incentive, a fee determination official before contract performance begins. (FAS)
30. Develop technical evaluation criteria in consultation with the Requesting Agency. (TTS)
31. Seek competition unless an exception is justified (Shared)
32. Require the Requesting Agency to furnish supporting rationale and appropriate documentation to support an exception to competition. (Shared)
33. Review sufficiency of justification and documentation before approving and proceeding with a non-competitive action. (FAS)
34. Ensure the Requesting Agency- specific laws or restrictions and data collection and reporting requirements that have been identified by the Requesting Agency are followed
35. Ensure the Requesting Agency- specific laws or restrictions and data collection and reporting requirements that have been identified by the Requesting Agency are followed. (FAS)
36. Work with the Requesting Agency to mutually agree to appropriate contract clauses addressing customer-specific laws and policies. (FAS)
37. Ensure appropriate price reasonableness and best value determination is conducted and documented at time of award. Consider the agreed-upon terms and conditions, promised quality, and delivery schedule. Request and consider any input from the Requesting Agency, including its independent cost estimate, if one was prepared. (FAS)
38. Appoint the source selection authority and the source evaluation board. (FAS)
39. Ensure source evaluations are conducted fairly and proposals are evaluated based solely on the factors and subfactors in the solicitation. (FAS)
40. Ensure award decisions are properly documented, including the rationale for any tradeoffs made or relied on by the source selection authority. (FAS)
41. Consult with the Requesting Agency prior to making a final decision. (FAS)
42. Execute the award decision and debrief offerors as necessary. (FAS)
43. Ensure the funding agency code provided by the Requesting Agency is entered into FPDS. (FAS)

44. Ensure that personnel who have been appointed to perform contract administration are carrying out responsibilities related to inspection, acceptance, and surveillance and reporting back in a timely manner. (Shared)
45. If the Servicing Agency has retained responsibility for acceptance, complete acceptance of goods or services after reviewing the documentation provided by the Requesting Agency official. (Shared)
46. Ensure appropriate surveillance is conducted. The type and extent of surveillance should be commensurate with the criticality of the service or task and the resources available to accomplish the surveillance. Surveillance should ensure that the government receives the value for which it contracted. (Shared)
47. Work with Requesting Agency, as necessary, to identify respective roles for other applicable contract administration responsibilities identified in FAR 42.302. (Shared)
48. Take appropriate and timely actions to address performance problems. Typically, problems will be identified by a COTR/COR. (FAS)
49. Work with the Requesting Agency to evaluate proposals for changes. (Shared)
50. Ensure that any modifications to the requirements or price of the order or contract remain within the overall scope of the contract or order. (FAS)
51. Work with the Requesting Agency to develop funding document (i.e., Part B of IA), or addendum to existing funding document, to cover contract modification. (Shared)
52. Evaluate the contractor's performance, taking into consideration data provided by (a) the COTR/COR and (b) the end users from the Requesting Agency when the appointed COTR/COR is not an end user. (FAS)
53. Provide evaluations to the contractor as soon as practicable after completion of the evaluation. Review performance with the contractor in accordance with FAR 42.1502. (FAS)
54. Document performance in the contract file. The ultimate conclusion on the performance evaluation is a responsibility of the Servicing Agency. (FAS)
55. Input data into the Past Performance Information Retrieval System (PPIRS). (FAS)
56. Ensure the contract/order addresses the appropriate processes for invoice submittal and approval and identifies the payment office, which typically is the Servicing Agency. (FAS)
57. Work with the appointed COTR/COR, or other official responsible for invoice review, and the payment office in the Requesting Agency in the case of direct fund cite, to facilitate

accurate and timely review and payment to the contractor.
(Shared)

58. Approve or disapprove payment after consultation with the Requesting Agency. A. Pay non-disputed invoices and bill the Requesting Agency for reimbursable services. B. Return improper invoices within specified time periods (e.g., in accordance with the Prompt Payment Act where applicable). C. Do not authorize payment if the work being invoiced is disputed or the invoice is otherwise found to be improper. (FAS)
59. Close out contract/order upon ensuring that all contract/order requirements and administrative actions have been completed. (FAS)
60. Return unused (unexpended) balance of the funds to the Requesting Agency. (TTS)
61. Ensure accurate contract data reporting into the applicable government-wide database – e.g., report use of competition for placement of task and delivery orders and contract awards in FPDS; and ensure contractor is reporting required subcontracting data into the Electronic Subcontracting Reporting System (ESRS). (FAS)
62. Confer with the Requesting Agency if funding agency code has not been provided. (TTS)
63. In accordance with FAR Subpart 34.2, for contracts involving significant development work, provide earned value management report to project manager. (TTS)
64. Ensure proper socio-economic credit is assigned to the Requesting Agency. (FAS)

Requesting Agency Roles and Responsibilities:

1. Work closely with the Servicing Agency to establish IAs that are clear and complete.
2. Be a good steward of the agency's funds by ensuring appropriate internal controls are in place to ensure interagency acquisition activities are consistent with sound project management, contracting, and fiscal practices.
3. Work in close collaboration with the Servicing Agency throughout the project lifecycle. Make trained and qualified personnel available to support key activities, including the timely preparation and execution of funding documents, compliance with customer-unique laws and policies, acquisition planning, source selection evaluation, and contract administration.
4. Provide accurate and timely information to support the Servicing Agency in effectively awarding and managing the contract, including evaluation of contractor performance and prompt payment.

5. Obtain legal review, as needed, for issues related to the development and execution of the IA, in accordance with any agency procedures.
6. Establish that a requirement exists.
7. Determine that it is in the best interest of the government to pursue an assisted acquisition.
8. Provide documentation to the Servicing Agency, which may be in the form of a statement of work (SOW), statement of objectives (SOO), or performance work statement (PWS), that includes a specific, definite, and clear description of a bona fide need in the fiscal year that the funds are available for new obligations. The need must be adequately documented, but may be concise. A solution need not be specified in order to establish a bona fide need.
9. Initiate acquisition planning as soon as a need is identified and involve the Servicing Agency, as appropriate, in the planning process. Review the general terms and conditions of the IA with the Servicing Agency no less than annually and make amendments as necessary.
10. Work with the Servicing Agency to prepare a funding document (i.e., Part B of the IA). Provide:
 - a. description of the products or services required and the acquisition activities to be performed by the Servicing Agency that is adequate to demonstrate a bona fide need and can be recorded as an obligation (see 31 U.S.C. 1501, 1502),
 - b. information on performance or delivery requirements along with projected milestones,
 - c. data required for the proper transfer and obligation of funds, and
 - d. information on any agency-unique acquisition restrictions or limitations applicable to the funding being provided.
11. The funds certifying official shall:
 - a. Timely execute all financial documents required for a valid funding request (i.e., to show funding meets purpose, time and amount); and
 - b. Ensure funds are certified and legally available – in terms of purpose, time, and amount -- for the specified acquisition.
12. Provide the Servicing Agency with information on project objectives, deliverables, and schedule milestones.
13. Work with the Servicing Agency to:
 - a. build on initial acquisition planning and market research that was conducted to develop requirements documents (e.g., share any information gathered on product/service requirements, characteristics, acceptance criteria and any

- independent cost estimates) and establish a formal acquisition plan, where required; and
 - b. ensure sufficient time has been built into the acquisition schedule to maximize competition and encourage contractors to provide quality proposals.
14. Work with the Servicing Agency to ensure:
- a. requirements are clearly defined so offerors may make informed business decisions on whether to respond and perform the due diligence necessary to propose the best solutions; and
 - b. suitable performance standards are established against which results may be effectively measured.
15. For contracts or orders with award fees, work with servicing agency to develop appropriate award fee criteria and composition of the award fee board, if one is to be established.
16. Assist the Servicing Agency in developing the QASP, where required, including identification of the work requiring surveillance and the method of surveillance.
17. Provide trained personnel (e.g., contracting officer's technical representative) to perform monitoring where monitoring is required.
18. Based on the level of contract administration required, provide qualified, trained, available, and willing individuals to be appointed by the Servicing Agency Contracting Officer (CO) to serve as the COTR/COR/RO, except where the parties agree that these individuals will be provided by the Servicing Agency. Identify qualified fee determination officials for contracts with award or incentive fees.
19. Provide alternate individuals within reasonable time should the personnel provided by the Requesting Agency be found by the Servicing Agency CO to be unable or unavailable to perform the required duties.
20. Ensure enough time is built into the acquisition strategy to foster competition (e.g., allow the Servicing Agency to develop reasonable response time considering complexity, commerciality, availability, and urgency of need)
21. Participate in the development of technical evaluation criteria
22. If an exception to competition is required and justified (including exceptions to the fair opportunity process for MACs and exceptions recognized under FAR Subpart 8.4 for MAS contracts), develop supporting rationale through market research and due diligence and provide appropriate documentation to the Servicing Agency.
23. Apprise the Servicing Agency of all terms, conditions, and requirements to be incorporated into the contract/order as

necessary to comply with the statutes, regulations and directives that are specific to the Requesting Agency (e.g., funding restrictions; domestic source restrictions).

24. Provide information and timely clearance on security requirements applicable to the IA.
25. Provide input to the Servicing Agency to assist in determination of whether proposed contract prices are fair and reasonable.
26. Provide necessary resources for technical evaluation of proposals or quotes and participation in activities that require technical expertise.
 - a. Attend oral presentation and technical evaluation discussions.
 - b. Conduct or assist with technical evaluations of proposals.
27. Review the evaluation plan and generally have representation on the source evaluation board.
28. Provide the correct funding agency code needed for accurate reporting to the Federal Procurement Data System (FPDS).
29. Ensure deliverables are received and quality is acceptable.
 - a. Inspect work for compliance with contract requirements. Within 30 days of receipt, or another period as specified in the contract, promptly reject work that does not comply with contract requirements, or accept work that meets the terms of the contract or order, and immediately notify the Servicing Agency's CO.
 - b. If the Servicing Agency has retained responsibility for acceptance, send acceptance paperwork to Servicing Agency to complete the final acceptance of the goods or services. Note: If the individual serving as the COTR is not from the Requesting Agency, the official from the Requesting Agency who is identified to assist with contract administration should provide timely advice to the Servicing Agency CO or COTR for action.
30. Conduct appropriate surveillance, which may include site visits, pre-planned inspections, random unscheduled inspections, review of contractor reporting requirements (e.g., progress reports, shop plans, and blueprints), and periodic meetings with contractor personnel.
31. Perform duties in a timely manner in accordance with the QASP or QAP.
32. Advise the Servicing Agency's CO immediately of any circumstances that affect performance by the contractor, including failures to comply with technical requirements of the contract or to show a commitment to customer satisfaction, particularly if the contractor does not make corrections.

33. Work with the Servicing Agency to evaluate proposals for changes. If requested by the Servicing Agency's CO, participate in negotiation of changes, modifications, and claims.
34. Ensure the Requesting Agency personnel are not authorizing work (making commitments or promises, issuing instructions to start or stop work, directing changes), changing any contractual documents, modifying the scope of work (including the period of performance), authorizing accrual of costs, or otherwise providing direction to the contractor, except as expressly authorized in the appointment by the Servicing Agency's CO.
35. Track, measure, and report to the Servicing Agency CO on the performance of the contractor.
36. Review the invoice and advise the Servicing Agency CO whether to approve or disapprove payment.
37. If the Servicing Agency CO does not approve payment, the Requesting Agency payment office should not pay the invoice in the case of direct fund cite (where the Requesting Agency finance office retains funds and pays the contractor directly).
38. If the Requesting Agency uses direct fund cite, the payment office should ensure a copy of each paid invoice is returned to the Servicing Agency contracting office for inclusion in the official contract file.
39. Support contract close-out functions, to include providing appropriate funding to satisfy settlement agreements and/or claims.
40. Take appropriate actions to retrieve unexpended balances.
41. Ensure that correct data is provided in a timely manner to the Servicing Agency to facilitate accurate and complete data reporting.
42. Provide the correct funding agency code to the Servicing Agency needed for accurate reporting to FPDS.

A.7. Billing & Payment

The Requesting Agency will pay the Servicing Agency for costs of each contract or task/delivery order. Billings may include the amounts due under the contract or order plus any assisted service fees identified in Part B of this IA.

The Servicing Agency will pay all contractor charges on a reimbursable basis. The Servicing Agency will then bill the Requesting Agency using a Report of Acquisition Services Fund (ASF) Services Performed (GSA 789 Voucher) or an Intragovernmental Payment and Collection (IPAC - TFS Form 7306), as applicable. If using GSA 789 Voucher or non-IPAC payment, bills shall be paid as rendered within 15 calendar days.

The Requesting Agency is responsible for prompt payment of all billings. Reimbursable billings are delinquent when they are thirty (30) or more calendar days

old (from date of the Servicing Agency billing). When billings remain delinquent over sixty (60) calendar days and the Requesting Agency has not indicated a problem regarding services, the Servicing Agency may choose not to award any new contract/orders or modifications to existing contract/orders for the Requesting Agency (or the client within) and termination of existing services will be considered and negotiated with the Requesting Agency.

The Requesting Agency shall be responsible for interest owed under the Prompt Payment Act except that the Servicing Agency shall be responsible for interest owed to the contractor due to delays created by actions of the Servicing Agency.

A.8. Small Business Credit

Any contract actions executed by the Servicing Agency on behalf of the Requesting Agency will allocate the socio-economic credit to the Requesting Agency at the lowest FIPS 95-2 Agency/Bureau component as identified by the Requesting Agency. If the code is not provided, the Servicing Agency will allocate the credit to the highest Requesting Agency FIPS 95-2 Code.

A.9. Contract Termination, Disputes and Protests

If a contract or order awarded pursuant to this IA is terminated or cancelled or a dispute or protest arises from specifications, solicitation, award, performance or termination of a contract, appropriate action will be taken in accordance with the terms of the contract and applicable laws and regulations. The Requesting Agency shall be responsible for all costs associated with termination, disputes, and protests, including settlement costs, except that the Requesting Agency shall not be responsible to the Servicing Agency for costs associated with actions that stem from errors in performing the responsibilities assigned to the Servicing Agency. The Servicing Agency shall consult with the Requesting Agency before agreeing to a settlement or payments to ensure that the Servicing Agency has adequate time in which to raise or address any fiscal or budgetary concerns arising from the proposed payment or settlement.

A.10. Review of Part A

The parties agree to review jointly the terms and conditions in Part A at least annually if the period of this agreement, as identified in Section 5, exceeds one year. Appropriate changes will be made by amendment to this agreement executed in accordance with Section 11. The parties further agree to review performance under this IA to determine if expectations are being met and document a summary of their assessment. The responsible reviewing official at each agency shall sign and date the assessment.

The performance assessment will consider, at a minimum, the quality of each party's overall execution of responsibilities assigned under this IA, including each party's responsiveness to requests made by the other party. Information to be evaluated will be obtained through a sampling of records and interviews.

A.11. Amendments

Any amendments to the terms and conditions in Part A shall be made in writing and signed by both the Servicing Agency and the Requesting Agency.

A.12. IA Termination

This IA may be terminated upon thirty (30) calendar days written notice by either party. If this agreement is cancelled, any implementing contract/order may also be cancelled. If the IA is terminated, the agencies shall specify the terms of the termination, including costs attributable to each party and the disposition of awarded and pending actions.

If the Servicing Agency incurs costs due to the Requesting Agency's failure to give the requisite notice of its intent to terminate the IA, the Requesting Agency shall pay any actual costs incurred by the Servicing Agency as a result of the delay in notification, provided such costs are directly attributable to the failure to give notice.


A.13. Interpretation of IA

If the Servicing Agency and Requesting Agency are unable to agree about a material aspect of either Part A or Part B of the IA, the parties agree to engage in an effort to reach mutual agreement in the proper interpretation of this IA, including amendment of this IA, as necessary, by escalating the dispute within their respective organizations.

If a dispute related to funding remains unresolved for more than sixty (60) calendar days after the parties have engaged in an escalation of the dispute, the parties agree to refer the matter to their respective Agency Chief Financial Officers with a recommendation that the parties submit the dispute to the CFO Council Intragovernmental Dispute Resolution Committee for review in accordance with Section VII of Attachment 1 to the Treasury Financial Manual, Volume 1, Bulletin No. 2007-03, Intragovernmental Transactions, Subject: Intragovernmental Business Rules, or subsequent guidance.

A.14. Signatures

REQUESTING AGENCY OFFICIAL:

E-SIGNED by  Vladlen David Zvenyach
Signature: on 2016-12-09 12:36:03 EST Date: _____

Name: **Vladlen Zvenyach**

Title: **Deputy Commissioner, TTS**

Agency: **GSA / TTS**

Address: **1800 F St. NW, Washington, DC 20006**

Phone & Fax:

E-mail: **vladlen.zvenyach@gsa.gov**

SERVICING AGENCY OFFICIAL:

Signature: **DARRICK EARLY** Digitally signed by DARRICK EARLY
DN: c=US, o=U.S. Government, ou=General Services
Administration, cn=DARRICK EARLY,
0.9.2342.19200300.100.1.3=47001002917692
Date: 2016.12.21 13:55:44 -0500 Date: _____

Name: **Darrick Early**

Title: Director of AAS

Agency: **GSA/NCR/FAS**

Address: 301 7th Street SW Washington DC 20407

Phone & Fax: **(b) (6)**

E-mail: **darrick.early@gsa.gov**

Part B IA Number/Task ID - NCR18F170002 / Task ID

**GENERAL SERVICES ADMINISTRATION (GSA)
FEDERAL ACQUISITION SERVICE (FAS)
ASSISTED ACQUISITION SERVICES (AAS)
INTERAGENCY AGREEMENT**

PART B - Requirements & Funding Information

B.1. Purpose

This Part of the IA (hereinafter "Part B") serves as the funding document. It provides specific information on the requirements of the Technology Transformation Service (TTS), hereinafter "the Requesting Agency" sufficient to demonstrate a bona fide need and identifies funds associated with the requirement to allow GSA/FAS/AAS, hereinafter "the Servicing Agency," to provide acquisition assistance and conduct an interagency acquisition.

B.2. Authority

The parties' authority to enter into this interagency agreement is (check applicable box):

- ☒ **Revolving Fund (40 USC § 321)**
Identify specific statutory authority: The Servicing Agency's authority for this IA is derived from 40 U.S.C §§ 501-502 (for personal property and non-personal services), 40 USC § 11314 (for some aspects of information technology), 40 USC 11302(e) (OMB's executive agent designation) and/or the Acquisition Services Fund, 40 USC § 321. These statutory authorities are independent of the Economy Act and therefore, the Economy Act does not apply to this agreement

B.3. Part B Identifier

Task Order ID Number: 0001

Part B Amendment Number: N/A

Purpose of Amendment: N/A

B.4. General Terms & Conditions

Activities undertaken pursuant to this document are subject to the general terms and conditions set forth in Part A, IA Number: NCR18F170002

Part B IA Number/Task ID - NCR18F170002 / Task ID

Part A is located at (check applicable box):

☒ **FILE**

☐ **Attached**

B.5. Project Title

Mural (or equal) Software as a Service

B.6. Description of Products or Services / Bona Fide Need

This section describes the goods or services that will be acquired from a contractor by the Servicing Agency on behalf of the Requesting Agency under this IA.

TTS needs to use several Software as a Service (SaaS) products in order to fulfill its mission in GSA and to the public. A common use case is that TTS needs a tool for efficient remote whiteboarding and collaboration. This whiteboarding enables multiple participants to easily offer ideas and for the group to give feedback.

This process helps TTS' partner agencies to understand the process and elevate great ideas, while moving toward building the right digital services based on user and stakeholder feedback. TTS seeks software licenses to be able to continue this remote whiteboarding effort and provide the best service to partner agencies and the public.

If the goods and/or services to be acquired are described in an attachment, check the box below and describe the attachment.

☐ Description of goods or services is attached.

Anticipated Period of Performance or Delivery Date:

The period of performance is anticipated to be a 12 month base year, with one 12 month option periods:

Base Period (12 Months) – January 2017 to January 2018

Optional Period 1 (12 Months) – January 2018 to January 2019

B.7. Projected Milestones

Examples (these will need to be updated as the project progresses):

1	Written acquisition strategy	< 14 business days from start
2	Written feedback on the existing	< 14 business days from start

Part B IA Number/Task ID - NCR18F170002 / Task ID

	procurement artifacts	
3	New solicitation based on objectives (RFx)	< 21 business days from start
4	Evaluation of vendors and award	< 14 days after approved solicitation, unless otherwise agreed upon
5	Post-award contract management activities and contract close out as needed	Start of contract period of performance through 90 days after contract period of performance end date

B.8. Billing and Payment

The Servicing Agency will pay contractor invoices from amounts identified in section 13 on a reimbursable basis. The Servicing Agency will present an itemized statement to the Requesting Agency for reimbursement of incurred contract costs and assisted services support costs. The Requesting Agency will pay reimbursable billings to the Servicing Agency from funds identified in section 12. See section 7 of Part A for additional terms and conditions addressing billing and payment.

B.9. Description of Acquisition Assistance

The Servicing Agency will provide the following services to the Requesting Agency.

The Servicing Agency will provide full life cycle acquisition and project management support to the Requesting Agency. These services shall include acquisition planning, contract execution, contract administration, and project management support.

Specific Roles and Responsibilities for the Servicing Agency and the Requesting Agency are delineated in Part A, Section A.6.

B.10. Fees

Services charges will be determined as follows:

The Requesting Agency will reimburse the Servicing Agency for the costs of supplies/services provided under this IA. Costs of supplies/services include the amounts due the contractor under the task/delivery/purchase order plus any applicable charges for recovery of the Servicing Agency's costs of doing business on behalf of the Requesting Agency. Servicing Agency services are non-severable. Assisted services provided under this Part B will be reimbursed on the following basis:

Surcharge in the amount of 0% percent of amount(s) obligated on contract.

Part B IA Number/Task ID - NCR18F170002 / Task ID

Actual Servicing Agency Labor Hours (billed at the hourly rates in effect at the time the hours are worked)

Actual Servicing Agency Labor Hours (billed at the hourly rates in effect at the time the hours are worked)

Actual Servicing Agency Labor Hours (billed at the hourly rates in effect at the time the hours are worked) plus transaction fee for amounts obligated on contract

Fixed Price

☒ Other - FAS to be paid for actual servicing agency labor hours in accordance with rates agreed on in the June 2016 FAS-TTS MOU.

The amount of the awarded vendor's services is **\$21,200**. AAS is accepting an initial funding amount of **\$21,200** from the client.

The total value for the life of the contract is estimated to be **\$21,200** inclusive of all vendor costs. This cost estimate is based on the best information available at this time. As better information becomes available, or should unforeseen circumstances arise, it may be necessary to modify these estimates. **AAS support costs for this order will be paid for through a separate MOU between the requesting and servicing offices.**

B.11. Obligation Information

Servicing Agency and Requesting Agency shall complete the table below.

Common Agreement Number	Requirement	Type of Requirement (Flow through)	Type of AAS Requirement (AAS labor/fees)
NCR18F170002/ ID11160060	Mural (or Equal) SaaS	Non-Severable	(T&M or FFP or Labor)

B.12. Requesting Agency Funding Information

This document must be signed by an agency certified/official funds manager having authority to obligate the funds, the office to contact when there is a need to de-obligate funds at the end of the project(s), and must include the following statement:

"By signing the funding document, the Issuer verifies that the funds are legally available for the purpose of the acquisition activities to be performed by GSA; all unique funding and procurement requirements, including statutory or regulatory requirements applicable to the funding

Part B IA Number/Task ID - NCR18F170002 / Task ID

being provided, have been disclosed to GSA; and all internal reviews and approvals required prior to placing the order with GSA have been completed."

TTS Funds Certifying Official:

I certify that the funds cited above are properly chargeable for the purposes set forth in paragraphs B. 4 and B.11 of this Interagency Agreement

The TTS Certifying Official shall complete the table and certification:

Basic appropriation symbol (Treasury account symbol)	47X45341
Amount obligated (contract costs plus assisting agency's service fee)	\$21,000
Fund citation (line of accounting)	
Appropriation expiration date	No Year
Unique restrictions on funding (if any)	
Business event type code	DISB
Agency location code (8-digit) for IPAC	47-00-0016
DUNS/BPN number (Business Partner Network or BPN #)	08-044-1469
Funding agency code	
Funding office code	

Requesting Agency Funds Certifying Official

I certify that the funds cited above are properly chargeable for the purposes set forth in paragraphs B.4 and B.11 of this IAA.

TTS Funds Certifying Official

Signature:	FRANCISCO WONG	Digitally signed by FRANCISCO WONG VIDAL DN: cn=U.S. Government, ou=General Services Administration, email=FRANCISCO.WONG@GSA.GOV
Date:	VIDAL	09.2342.19200300.100.1.1=47001001941832 Date: 2016.12.14 16:39:15 -05'00'
Printed Name:	Francisco Wong	
Title:	Supervisory Budget Analyst	
Office:	OCFO	

B.13. Servicing Agency Funding Information

The Servicing Agency shall complete the table below.

Basic appropriation symbol (Treasury account symbol)	47X4534.001
Fund citation (line of accounting)	285F.Q11TC000.AA20.25.AF151.H08
Business event type code	COLL
Agency Location Code (8-digit) for IPAC	47 000016
DUNS/BPN number	126916514 or 126915813
Cage Code	3MSU6 or 3G0T3
DODAAC	473299 / 473F70
TIN (Tax ID Number)	440553234

B.14. Description of Requesting-Agency Unique Restrictions

This section identifies unique restrictions applicable to the Requesting Agency regarding acquisition, other than funding. N/A - No Unique Restrictions.

Note: unique restrictions on funding should be identified in paragraph B.12.

B.15. Small Business Credit

The Servicing Agency shall use the following NIST SP 800-87 Rev 1 (AAS) Code to identify the Requesting Agency in FPDS: **47TGA0**. Note: If the code is not provided, the Servicing Agency will allocate the credit to the highest Requesting Agency NIST SP 800-87 Rev 1 Code.

B.16. Amendments

Any amendments to the terms and conditions in Part B shall be made in writing and signed by both the Servicing Agency and the Requesting Agency.

B.17. Contact Information



Servicing Agency Program Office POC	Requesting Agency Program Office POC
Name: Fred Thomas	Name: Billy Griffin
Address: GSA/NCR/FAS 301 7 th Street SW Rm 6100 Washington, DC 20407	Address: GSA TTS 1800 F St NW Washington, DC 20006
Email: frederick.thomas@gsa.gov	Email: william.griffin@gsa.gov
Phone/Fax : (b) (6)	Phone/Fax:

Part B IA Number/Task ID - NCR18F170002 / Task ID

Servicing Agency Financial POC	Requesting Agency Financial POC
Name: Lin Oo	Name: Kathryn Connolly
Address: OCFO, FAS Financial Services Division 1800 F St NW Washington, DC 20006	Address: 1800 F St NW Washington, DC 20006
Email: lin.oo@gsa.gov	Email: 18f-finance-cs@gsa.gov
Phone/Fax: (b) (6)	Phone/Fax:
Servicing Agency Project Manager	Requesting Agency Project Manager
Name: Jasmine Mitchell	Name: Hyon Kim
Address: GSA/NCR/FAS/AAS 301 7 th Street SW Rm 6109 Washington, DC 20407	Address: GSA/TT5/OPP 1800 F St. NW Washington, DC 20405
Email: jasmine.mitchell@gsa.gov	Email: hyon.kim@gsa.gov
Phone/Fax: (b) (6)	Phone/Fax: (b) (6)

B.18. Signatures

By signing this document, the Requesting Agency confirms that a bona fide need exists and that funds are for the designated purpose, meet time limitations, and are legally available for the acquisition described in this document; that all unique funding and procurement requirements, including all statutory and regulatory requirements applicable to the funding being provided, have been disclosed to Servicing Agency; and all internal reviews and approvals required prior to transferring funds to the Servicing Agency have been completed. The Servicing Agency's acceptance of this document creates an obligation on the part of the Requesting Agency*.

Requesting Agency Official		Servicing Agency Official	
			
Signature	Date	Signature	Date
Name: Vladlen Zvenyach		Name: Darrick Early	

T-035 FAS IAA Part B

B-7

Effective Date: 2016-03

Part B IA Number/Task ID - NCR18F170002 / Task ID

Title: Deputy Commissioner, TTS	Title: Director AAS
Agency: GSA / TTS / Login.gov	Agency: GSA/NCR/FAS/AAS

**MEMORANDUM OF UNDERSTANDING
BETWEEN
18F/OCSIT
AND
OFFICE OF THE CHIEF INFORMATION OFFICER**

re: Contractor Support 18F/OCSIT-OCIO

1.0 PURPOSE

The purpose of this memorandum of understanding (MOU) between 18F/OCSIT (18F) and the Office of the Chief Information Officer (OCIO), both of the U.S. General Services Administration, is for 18F to secure contractor information system security support services (consistent with the scope of task order **GS00Q14AJ0119, Security Engineering and Operations Support**) to support 18F's development and information technology infrastructure, including cloud security services.

Under this MOU, OCIO will provide dedicated contract information security support to 18F. 18F will oversee the performance of the statement of work for two FTE contract support professionals.

2.0 AUTHORITY

40 USC 3173 (Working Capital Fund)

3.0 TERM OF AGREEMENT

The term of this MOU began on April 1, 2015 and terminates July 31, 2016.

4.0 AMOUNT

18F will provide funds to OCIO in exchange for OCIO's performance. Such funds shall not exceed \$478,866.30 over the term of this agreement.

5.0 TERMINATION

Either party may terminate this agreement for any reason, including convenience, by providing the other party thirty (30) calendar days notice.

6.0 SCOPE OF AGREEMENT

The scope of this MOU is limited to the provision by OCIO of information system security services, including cloud security services, and any related administrative or technical activities necessary to achieve provision of such services, as set out in the Statement of Work for the referenced task order: **GS00Q14AJ0119, Security Engineering and Operations Support**. Any additional or other performance rendered between or on behalf of either party is not within the scope of this MOU.

7.0 DUTIES AND RESPONSIBILITIES OF THE PARTIES

The duties and responsibilities of the parties are as follows:

7.1 OCIO

OCIO shall make available to 18F two (2) information system security professionals to work exclusively on 18F initiatives as directed by 18F.

In the event that OCIO's initial support proposal is not acceptable to 18F, OCIO shall, within ten (10) business days provide 18F with at least three (3) qualified candidates. At such time, 18F will be responsible for selecting one or more of the candidates to perform in the place of the candidates initially proposed. Should 18F find none of the candidates provided by OCIO qualified for any reason, OCIO shall, upon notification by 18F, supply at least three (3) additional qualified candidates within ten (10) business days from the date of notification of non-qualification from 18F. OCIO and 18F shall proceed in this manner until candidates are qualified and selected for service.

7.2 18F/OCSIT

18F shall provide such information, documentation, and other resources as appropriate and necessary for OCIO to carry out the duties and responsibilities listed above.

Specifically, 18F shall reimburse all of CIO's direct and indirect costs incurred in connection with this agreement, billed on a quarterly basis.

8.0 AMENDMENTS

Amendments to this MOU may be made only by the mutual agreement of the parties.

9.0 RESOLUTION OF DISPUTES

Any disputes occurring during either party's performance under this MOU shall be resolved by the signatories to this MOU within 30 days of occurrence or shall be elevated to the GSA Administrator.

10.0 FINANCIAL INFORMATION

Description	Value
Sender Issued IX Number	Pending
Sender ("18F") Treasury Account Symbol	47X4549.001
Sender ("18F") Business Event Type Code	DISB
Sender ("18F") DUNS	964253686
Sender ("18F") ALC	47-00-0016
Sender ("18F") Additional Accounting Information	2015-A-00-285X-DS10-Q00XF700-AF23 0-Infrastructure
Receiver ("OCIO") Treasury Account Symbol	47X4540.001
Receiver ("OCIO") Business Event Type Code	COLL
Receiver ("OCIO") DUNS	128111585 (this is GSA IT's Business Partnership number)
Receiver ("OCIO") ALC	47-00-0016
Receiver ("OCIO") Additional Accounting Information	2015-G-00-IS-262X-CSD1-S00W0200-I

11.0 POINTS OF CONTACT

11.1 18F/OCSIT

A. Program Point(s) of Contact

Noah Kunin
Director, 18F Development Operations / Infrastructure Services
noah.kunin@gsa.gov

B. Financial Point(s) of Contact

Kathryn Connolly
18F Team Operations
kathryn.connolly@gsa.gov

11.2 OCIO

A. Program Point(s) of Contact

Man Lau
Supervisory IT Specialist (INFOSEC)
Services ISSO Support Division
1800 F ST NW
WASHINGTON DC 20405-0001
(b) (6)
man.lau@gsa.gov

B. Financial Point(s) of Contact

Desirae Moorer
1800 F ST NW
WASHINGTON DC 20405-0001
desirae.moorer@gsa.gov

12.0 AGREEMENT AND EXECUTION

The parties acknowledge that this MOU constitutes represents a wholly integrated agreement between the parties.

For 18F/OCSIT:

(b) (6)

(acting)

Phaedra Chrousos, Associate Administrator

08/17/2015

Date

ROBIN
SHOR

Digitally signed by ROBIN SHORT
DN: CN = ROBIN SHORT C = US O = U.S. Government OU = General
Services Administration
Date: 2015.08.18 08:34:22 -0400

Robin Short, Deputy Controller

Date:

For OCIO:

(b) (6)

David Shive, Acting Chief Information Officer

24 Aug 2015
Date

(b) (6)

Office of the Chief Financial Officer

GREG HANLIN

9/2/15
Date



**INTERAGENCY AGREEMENT
BETWEEN THE
OFFICE OF MANAGEMENT AND BUDGET
AND
GENERAL SERVICES ADMINISTRATION'S TECHNOLOGY TRANSFORMATION
SERVICE**

Name of the Incumbent	John Rahaghi
Start Date	September 10, 2016
End Date	January 8, 2017
Agency Division	Technology Transformation Service
Agency Supervisor	Eric Maland
Agency Supervisor email	Eric.Maland@gsa.gov
Agency Personnel Contact	Tonya Braxton
Agency Personnel Phone	(202) 501-1570
New Incumbent Title, Grade and Step	Innovation Specialist, GS 15
Issues in scope	The Office of 18F is developing a government-wide consumer identity management platform (Consumer Identity Service) to replace connect.gov. The Consumer Identity Service will enable federal agencies to leverage an agile developed platform to support strong identity-proofing and multi-factor authentication.
Duties	Mr. Rahaghi will assist with project management for the Consumer Identity Service platform to ensure the platform meets the needs of various federal agencies. He will also assist this effort by defining security policies that allow the platform to gain an ATO.

1. GENERAL

The United States Digital Service (USDS) in the Office of Management and Budget (OMB) and the Agency (the parties) hereby enter into an agreement for the temporary detail of the Incumbent from OMB to Agency. This detail shall be made on a non-reimbursable basis from Start Date to End Date in accordance with the provisions set forth herein.

The USDS was created in August 2014 as a new unit OMB to fundamentally change the way the Federal Government buys, builds, and deploys technology and digital services to the public. The USDS has been aggressively recruiting and hiring some of our nation's top talent – designers, engineers, product managers, and problem solvers – to untangle, rewire, and redesign our government. As the unit is headquartered at OMB, USDS works with agencies

to scale this model across government so that agencies have their own digital service team to improve its technology posture. USDS has rigorous standards both in the talent they are hiring as well as the agencies they are being placing into.

The U.S. General Services Administration's Office of 18F builds effective, user-centric digital services focused on the interaction between Government and the people and businesses it serves. 18F helps agencies deliver on their mission through the development of digital and web services. 18F's mission is to transform the way the government builds and buys IT, with an emphasis on public-facing digital services.

2. AUTHORITIES

This Agreement is entered into under authority of the annual appropriation to "Information Technology Oversight and Reform" (ITOR). This Agreement will aid USDS in accomplishing a purpose for which its appropriations are provided given that the Incumbent will be furthering policies that support integrated, efficient, secure, and effective uses of information technology in the Federal Government while at the Agency, and will also return to USDS with a practical, in-depth understanding of the Agency's operations.

3. PURPOSE, SCOPE, AND CONTROLS OVER WORK

Incumbent will be detailed to the Agency Division with the title specified above, and will work with other White House policy offices and officials from across the Executive branch on a wide spectrum of policy issues relating to those specified above. In this role, the Incumbent will be responsible for the duties specified above.

4. DURATION, EXTENSION OR TERMINATION OF DETAIL

The Incumbent was originally detailed to the Agency from May 9, 2016 until September 9, 2016. This Agreement is to provide for an extension of the detail from Start Date to End Date. This agreement may be terminated by either party, with a 2-week notice in writing by either party of its intention to terminate the detail. In the event of poor performance, misconduct or loss of security clearance/suitability determination, this agreement may be terminated immediately, with no requirement for prior notice. Any formal modification to this initial agreement will be prepared by the requesting party and forwarded through the appropriate channels for signature of both parties to the agreement.

5. DUTY HOURS, LEAVE, AND PERFORMANCE APPRAISAL

A. The workweek and hours will be determined by the Agency supervisor subject to Agency's policy and applicable Federal regulations. Any changes to the agreed-upon schedule may be verbally approved by the appropriate Agency official and Agency supervisor.

B. The employee will continue to accrue annual and sick leave in accordance with the provisions of OMB time and attendance regulations. Use of leave will be approved by the appropriate Agency official to whom the employee will report. OMB will maintain the employee's time and attendance records. Employee will email time to USDS timekeeper and supervisor each pay period and cc: the Agency supervisor to ensure internal controls, as appropriate.

C. The appropriate Agency official will prepare and forward to OMB an evaluation of the employee's performance based on established criteria for the period of this detail within thirty (30) days of the end of the assignment period.

6. FINANCIAL CONSIDERATIONS

USDS will retain the employee on its payroll and will continue to provide his/her salary. The employee's coverage under Federal retirement, group health, and group life insurance will continue during the period of this detail, as applicable, with employee's share of costs for such coverage to be withheld from employee's salary.

7. ADMINISTRATIVE CONTACTS

OMB PERSONNEL

Sharon Warner
Human Capital Specialist
202-395-4665

USDS SUPERVISOR

Mikey Dickerson
Administrator
202-395-3438

GSA PERSONNEL

Tonya Braxton
Lead Human Resource Specialist
(Recruitment & Staffing)
(202) 501-1570

GSA SUPERVISOR

Eric Maland
Director, Products & Platforms
(206) 240-1118

8. OTHER ADMINISTRATIVE MATTERS

A. Any TDY travel for Agency will be approved and funded by OMB or Agency. Agency will supply clerical and administrative support to authorize travel and process expense reports through the Agency travel system.

B. Agency will provide appropriate office space and logistical support for the employee including communications access, computer support, normal and proprietary materials, storage, office equipment and supplies. While at Agency, the Incumbent must conduct Agency business on his Agency account and capture Agency records on an Agency server.

C. Responsibility for the employee's career development and promotions will remain with USDS.

9. RULES, REGULATIONS AND POLICIES

A. The employee is subject to the Federal statutory and regulatory provisions that govern standards of ethical conduct (including provisions that specifically apply to USDS employees), suitability and limitations on political activities, and to any applicable State and local government statutory and regulatory standards of conduct provisions.

B. The rules and policies that govern the internal operations and management of Agency are applicable to the employee.

C. Travel, transportation, and related allowances will be authorized in accordance with Federal Travel Regulations.

AUTHORIZATION OF INTERAGENCY AGREEMENT:

USDS APPROVAL:

(b) (6)

2016-09-22

Mikey Dickerson Date:
Administrator
United States Digital Service
Office of Management and Budget

GSA APPROVAL:

(b) (6)

David Shive
Acting Commissioner
Technology Transformation Service
General Services Administration

DLBCT/16
Date:

(b) (6)

10/11/2016
Date:

Director
Washington Area Operations Center, CSSD
Office of Human Resources Management
General Services Administration

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number _____ - 0000 - 0000
GT&C # _____ Order # _____ Amendment/Mod # _____

DEPARTMENT AND/OR AGENCY								
1.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; padding: 5px;">Name</td> <td style="padding: 5px;">U.S. General Services Administration, Technology Transformation Service, 18F</td> </tr> <tr> <td style="padding: 5px;">Address</td> <td style="padding: 5px;">1800 F Street, N.W. Washington, D.C. 20405</td> </tr> </table>	Name	U.S. General Services Administration, Technology Transformation Service, 18F	Address	1800 F Street, N.W. Washington, D.C. 20405	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Office of Management and Budget, U.S. Digital Service</td> </tr> <tr> <td style="padding: 5px;">736 Jackson Place, N.W. Washington, DC 20503</td> </tr> </table>	Office of Management and Budget, U.S. Digital Service	736 Jackson Place, N.W. Washington, DC 20503
Name	U.S. General Services Administration, Technology Transformation Service, 18F							
Address	1800 F Street, N.W. Washington, D.C. 20405							
Office of Management and Budget, U.S. Digital Service								
736 Jackson Place, N.W. Washington, DC 20503								
2. Servicing Agency Agreement Tracking Number (Optional) _____								
3. Assisted Acquisition Agreement Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>								
4. GT&C Action (Check action being taken) <input checked="" type="checkbox"/> New <input type="checkbox"/> Amendment – Complete only the GT&C blocks being changed and explain the changes being made. <input type="checkbox"/> Cancellation – Provide a brief explanation for the IAA cancellation and complete the effective End Date.								
5. Agreement Period Start Date <u>09-10-2016</u> End Date <u>01-08-2017</u> of IAA or effective cancellation date <div style="text-align: center;">MM-DD-YYYY MM-DD-YYYY</div>								
6. Recurring Agreement (Check One) A Recurring Agreement will continue, unless a notice to discontinue is received. Yes <input type="checkbox"/> If Yes, is this an: Annual Renewal <input type="checkbox"/> <div style="text-align: center;">Other Renewal <input type="checkbox"/> State the other renewal period: _____</div> No <input checked="" type="checkbox"/>								
7. Agreement Type (Check One) <input checked="" type="checkbox"/> Single Order IAA <input type="checkbox"/> Multiple Order IAA								
8. Are Advance Payments Allowed for this IAA (Check One) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes is checked, enter Requesting Agency's Statutory Authority Title and Citation								
Note: Specific advance amounts will be captured on each related Order.								

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number _____ - 0000 - 0000
GT&C # _____ Order # Amendment/Mod # _____

9. Estimated Agreement Amount (The Servicing Agency completes all information for the estimated agreement amount.)
(Optional for Assisted Acquisitions)

Direct Cost _____
Overhead Fees & Charges _____
Total Estimated Amount _____ \$0.00

Provide a general explanation of the Overhead Fees & Charges
The estimated agreement amount is based on GSA's actual costs of providing the services under this IAA. Reimbursement of GSA's actual costs is described further in the Statement of Work.

10. STATUTORY AUTHORITY

a. Requesting Agency's Authority (Check One)

Franchise Fund ☐ Revolving Fund ☐ Working Capital Fund ☐ Economy Act (31 U.S.C. 1535/FAR 17.5) ☐ Other Authority ☐

Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority

b. Servicing Agency's Authority (Check One)

Franchise Fund ☐ Revolving Fund ☐ Working Capital Fund ☐ Economy Act (31 U.S.C. 1535/FAR 17.5) ☐ Other Authority ☒

Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority
Information Technology Oversight and Reform (ITOR)

11. Requesting Agency's Scope (State and/or list attachments that support Requesting Agency's Scope.)

Please see the attached USDS Inter-Agency Agreement

12. Roles & Responsibilities for the Requesting Agency and Servicing Agency (State and/or list attachments for the roles and responsibilities for the Requesting Agency and the Servicing Agency.)

Please see the attached USDS Inter-Agency Agreement

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number _____ - 0000 - 0000
GT&C # _____ Order # _____ Amendment/Mod # _____

13. Restrictions (Optional) (State and/or attach unique requirements and/or mission specific restrictions specific to this IAA).

14. Assisted Acquisition Small Business Credit Clause (The Servicing Agency will allocate the socio-economic credit to the Requesting Agency for any contract actions it has executed on behalf of the Requesting Agency.)

15. Disputes: Disputes related to this IAA shall be resolved in accordance with instructions provided in the Treasury Financial Manual (TFM) Volume I, Part 2, Chapter 4700, Appendix 10; Intragovernmental Business Rules.

16. Termination (Insert the number of days that this IAA may be terminated by written notice by either the Requesting or Servicing Agency.)

14

If this agreement is canceled, any implementing contract/order may also be canceled. If the IAA is terminated, the agencies shall agree to the terms of the termination, including costs attributable to each party and the disposition of awarded and pending actions.

If the Servicing Agency incurs costs due to the Requesting Agency's failure to give the requisite notice of its intent to terminate the IAA, the Requesting Agency shall pay any actual costs incurred by the Servicing Agency as a result of the delay in notification, provided such costs are directly attributable to the failure to give notice.

17. Assisted Acquisition Agreements – Requesting Agency's Organizations Authorized To Request Acquisition Assistance for this IAA. (State or attach a list of Requesting Agency's organizations authorized to request acquisition assistance for this IAA.)

N/A

18. Assisted Acquisition Agreements – Servicing Agency's Organizations authorized to Provide Acquisition Assistance for this IAA. (State or attach a list of Servicing Agency's organizations authorized to provide acquisition for this IAA.)

N/A

19. Requesting Agency Clause(s) (Optional) (State and/or attach any additional Requesting Agency clauses.)

Please see the attached USDS Inter-Agency Agreement

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number _____ - 0000 - 0000
GT&C # _____ Order # Amendment/Mod # _____

20. Servicing Agency Clause(s) (Optional) (State and/or attach any additional Servicing Agency clauses.)

Please see Form 7600A, Attachment 1 - General Terms

21. Additional Requesting Agency and/or Servicing Agency Attachments (Optional) (State and/or attach any additional Requesting Agency and/or Servicing Agency attachments.)

Please see the attached USDS Inter-Agency Agreement

22. Annual Review of IAA

By signing this agreement, the parties agree to annually review the IAA if the agreement period exceeds one year. Appropriate changes will be made by amendment to the GT&C and/or modification to any affected Order(s).

AGENCY OFFICIAL

The Agency Official is the highest level accepting authority or official as designated by the Requesting Agency and Servicing Agency to sign this agreement. Each Agency Official must ensure that the general terms and conditions are properly defined, including the stated statutory authorities, and, that the scope of work can be fulfilled per the agreement.

The Agreement Period Start Date (Block 5) must be the same as or later than the signature dates.

Actual work for this IAA may NOT begin until an Order has been signed by the appropriate individuals, as stated in the Instructions for Blocks 37 and 38.

23.	Requesting Agency	Servicing Agency
Name	David Shive	Mikey Dickerson
Title	Acting Commissioner, TTS, GSA	Administrator, USDS, OMB
Telephone Number(s)		(b) (6)
Fax Number		
Email Address	david.shive@gsa.gov	mikey.a.dickerson@omb.eop.gov
SIGNATURE	(b) (6)	(b) (6)
Approval Date	06 OCT 16	2016-09-22



INTERAGENCY AGREEMENT
BETWEEN THE
OFFICE OF MANAGEMENT AND BUDGET
AND
GENERAL SERVICES ADMINISTRATION'S TECHNOLOGY TRANSFORMATION
SERVICE

Name of the Incumbent	Samuel Clegg
Start Date	May 9, 2016
End Date	September 9, 2016
Agency Division	OCSIT/I8F
Agency Supervisor	Eric Maland
Agency Supervisor email	eric.maland@gsa.gov
Agency Personnel Contact	Tonya Braxton
Agency Personnel Phone	(202) 501-1570
New Incumbent Title	Innovation Specialist
Issues in scope	The Office of I8F is developing a government-wide consumer identity management platform (Consumer Identity Service) to replace connect.gov. The Consumer Identity Service will enable federal agencies to leverage an agile developed platform to support strong identity proofing and multi-factor authentication.
Duties	Mr. Clegg will assist in the development and testing of software infrastructure to achieve strong identity proofing and multi-factor authentication for the governmentwide Consumer Identity Service platform.

I. GENERAL

The United States Digital Service (USDS) in the Office of Management and Budget (OMB) and the Agency (the parties) hereby enter into an agreement for the temporary detail of the Incumbent from OMB to Agency. This detail shall be made on a non-reimbursable basis from Start Date to End Date in accordance with the provisions set forth herein.

The USDS was created in August 2014 as a new unit OMB to fundamentally change the way the Federal Government buys, builds, and deploys technology and digital services to the public. The USDS has been aggressively recruiting and hiring some of our nation's top talent - designers, engineers, product managers, and problem solvers - to untangle, rewire, and redesign our government. As the unit is headquartered at OMB, USDS works with agencies to scale this model across government so that agencies have their own digital service team to improve its technology posture. USDS has rigorous standards both in the talent they are hiring as well as the agencies they are being placing into.

The U.S. General Services Administration's Office of I8F builds effective, user-centric digital services focused on the interaction between Government and the people and

businesses it serves. 18F helps agencies deliver on their mission through the development of digital and web services. 18F's mission is to transform the way the government builds and buys IT, with an emphasis on public-facing digital services.

2. AUTHORITIES

This Agreement is entered into under authority of the annual appropriation to "Information Technology Oversight and Reform" (ITOR). This Agreement will aid USDS in accomplishing a purpose for which its appropriations are provided given that the Incumbent will be furthering policies that support integrated, efficient, secure, and effective uses of information technology in the Federal Government while at the Agency, and will also return to USDS with a practical, in-depth understanding of the Agency's operations.

3. PURPOSE, SCOPE, AND CONTROLS OVER WORK

The Incumbent will be detailed to the Agency Division with the title specified above, and will work with other White House policy offices and officials from across the Executive branch on a wide spectrum of policy issues relating to those specified above. In this role, the Incumbent will be responsible for the duties specified above.

4. DURATION, EXTENSION OR TERMINATION OF DETAIL

This detail is to begin on Start Date and End Date. This agreement may be terminated by either party, with a 2-week notice in writing by either party of its intention to terminate the detail. In the event of poor performance, misconduct or loss of security clearance/suitability determination, this agreement may be terminated immediately, with no requirement for prior notice. Any formal modification to this initial agreement will be prepared by the requesting party and forwarded through the appropriate channels for signature of both parties to the agreement.

5. DUTY HOURS, LEAVE, AND PERFORMANCE APPRAISAL

A. The workweek and hours will be determined by the Agency supervisor subject to Agency's policy and applicable Federal regulations. Any changes to the agreed-upon schedule may be verbally approved by the appropriate Agency official and Agency supervisor.

B. The employee will continue to accrue annual and sick leave in accordance with the provisions of OMB time and attendance regulations. Use of leave will be approved by the appropriate Agency official to whom the employee will report. OMB will maintain the employee's time and attendance records. Employee will email time to USDS timekeeper and supervisor each pay period and cc: the Agency supervisor to ensure internal controls, as appropriate.

C. The appropriate Agency official will prepare and forward to OMB an evaluation of the employee's performance based on established criteria for the period of this detail.

6. FINANCIAL CONSIDERATIONS

USDS will retain the employee on its payroll and will continue to provide his/her salary. The employee's coverage under Federal retirement, group health, and group life insurance will continue during the period of this detail, as applicable, with employee's share of costs for such coverage to be withheld from employee's salary.

7. ADMINISTRATIVE CONTACTS

OMB PERSONNEL
Sharon Warner
Human Capital Specialist
202-395-4665

USDS SUPERVISOR
Mikey Dickerson
Administrator
202-395-3438

8. OTHER ADMINISTRATIVE MATTERS

A. Any TDY travel for Agency will be approved and funded by OMB or Agency. Agency will supply clerical and administrative support to authorize travel and process expense reports through the Agency travel system.

B. Agency will provide appropriate office space and logistical support for the employee including communications access, computer support, normal and proprietary materials, storage, office equipment and supplies. While at Agency, the Incumbent must conduct Agency business on his Agency account and capture Agency records on an Agency server.

C. Responsibility for the employee's career development and promotions will remain with USDS.

9. RULES, REGULATIONS AND POLICIES

A. The employee is subject to the Federal statutory and regulatory provisions that govern standards of ethical conduct (including provisions that specifically apply to USDS employees), suitability and limitations on political activities, and to any applicable State and local government statutory and regulatory standards of conduct provisions.

B. The rules and policies that govern the internal operations and management of Agency are applicable to the employee.

C. Travel, transportation, and related allowances will be authorized in accordance with Federal Travel Regulations.

AUTHORIZATION OF INTERAGENCY AGREEMENT:

GSA APPROVAL:

(b) (6)



Phaedra Chrousos
Commissioner
Technology Transformation Service
General Services Administration

5/6/16
Date:

USDS APPROVAL:

(b) (6)



Mikey Dickerson
Administrator
United States Digital Service
Office of Management and Budget

5/9/2016
Date: